Chiefs of Bureaus

Files

DEPARTMENT OF AGRICULTURE
WASHINGTON

Order 10588
1/4/40
1/4/40

MEMORANDUM NO. 845

FILED
JAN-8 1940 M
Please return to the Secretary's File Room

Order of the Secretary of Agriculture Concerning the Administration of the Northeastern Timber Salvage Administration.

Pursuant to the powers vested in the Secretary of Agriculture by Public Act No. 165, 75th Congress, approved June 28, 1937, and the by-laws of the Federal Surplus Commodities Corporation, the designation by the board of directors of the Federal Surplus Commodities Corporation of the Chief or Acting Chief of the Forest Service, United States Department of Agriculture to administer the Northeastern Timber Salvage Program made January 4th 1940, is hereby approved and confirmed.

Done at Washington, D. C., this 4th day of January 1940. Witness my hand and the seal of the Department of Agriculture.

H A Wallace
Secretary of Agriculture

DEPARTMENT OF AGRICULTURE

WASHINGTON

DELEGATION NO.

Order of the Secretary of Agriculture
concerning the administration of the
Northeastern Timber Salvage Administra-
tion.

Pursuant to the powers vested in the Secretary of Agriculture by Public Act No. 185, 75th Congress, approved June 20, 1937, and the by-laws of the Federal Surplus Commodities Corporation, the designation by the Board of Directors of the Federal Surplus Commodities Corporation of the Chief or Acting Chief of the Forest Service, United States Department of Agriculture to administer the Northeastern Timber Salvage Program made January 4th 1940, is hereby approved and confirmed.

Done at Washington, D. C., this day of January 1940. Witness my hand and the seal of the Department of Agriculture.

Secretary of Agriculture.

Chiefs of Bureaus

Ordered #821 1-9-40 (R)

Notes

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 6, 1940.

FILED
JAN 19 1940 M
Please return to the Secretary's File Room

MEMORANDUM NO. 846

In view of the Comptroller General's decision of September 26, 1939, Memorandum No. 823 of June 3, 1939, is hereby rescinded and superseded by this order, effective immediately. My order dated December 27, 1939, is not affected by this memorandum.

Subject to further order of the Secretary and in accordance with the provisions of Section 401, Part 4 of Reorganization Plan No. 1, submitted by the President to the Congress on April 25, 1939, pursuant to the Reorganization Act of 1939, the following shall govern the operations of the Farm Credit Administration and the Federal Farm Mortgage Corporation:

1. (a) The Governor of Farm Credit Administration shall be the chief executive officer of Farm Credit Administration. He is hereby authorized to utilize the personnel, records, and property (including office equipment) of the Farm Credit Administration and the Federal Farm Mortgage Corporation in the performance of the functions of said agencies, subject to his general responsibility to the Secretary of Agriculture.

(b) Except as otherwise provided by law, the other officers and employees of the Farm Credit Administration and the Federal Farm Mortgage Corporation shall be subject to the direction of, and shall be responsible to, the Governor of the Farm Credit Administration.

2. All regulations, orders, delegations of authority, and procedures heretofore issued or approved by the Governor of the Farm Credit Administration, the Board of Directors of the Federal Farm Mortgage Corporation, or other duly authorized agency, officer or employee of the Farm Credit Administration or the Federal Farm Mortgage Corporation, are hereby continued, except to the extent that they conflict with the aforesaid Reorganization Plan, or with other provisions of law, or with the provisions of this Memorandum.

3. The offices of Budget and Finance, Personnel, Information, Land Use Coordination, Plant and Operations, and the Bureau of Agricultural

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 6, 1940.

MEMORANDUM NO. 1320

In view of the Comptroller General's decision of September 26, 1939, Memorandum No. 825 of June 3, 1939, is hereby rescinded and superseded by this order, effective immediately. My order dated December 27, 1939, is not affected by this memorandum.

Subject to further order of the Secretary and in accordance with the provisions of Section 401, Part 4 of Reorganization Plan No. 1, submitted by the President to the Congress on April 25, 1939, pursuant to the Reorganization Act of 1939, the following shall govern the operations of the Farm Credit Administration and the Federal Farm Mortgage Corporation:

1. (a) The Governor of Farm Credit Administration shall be the chief executive officer of Farm Credit Administration. He is hereby authorized to utilize the personnel, records, and property (including office equipment) of the Farm Credit Administration and the Federal Farm Mortgage Corporation in the performance of the functions of said agencies, subject to his general responsibility to the Secretary of Agriculture.

(b) Except as otherwise provided by law, the other officers and employees of the Farm Credit Administration and the Federal Farm Mortgage Corporation shall be subject to the direction of, and shall be responsible to, the Governor of the Farm Credit Administration.

2. All regulations, orders, delegations of authority, and procedures heretofore issued or approved by the Governor of the Farm Credit Administration, the Board of Directors of the Federal Farm Mortgage Corporation, or other duly authorized agency, officer or employee of the Farm Credit Administration or the Federal Farm Mortgage Corporation, are hereby continued, except to the extent that they conflict with the aforesaid Reorganization Plan, or with other provisions of law, or with the provisions of this Memorandum.

3. The offices of Budget and Finance, Personnel, Information, Land Use Coordination, Plant and Operations, and the Bureau of Agricultural

Economics are authorized, after consultation and with the approval of the Governor of the Farm Credit Administration, to appoint liaison representatives to work with the appropriate divisions and sections of the Farm Credit Administration on problems of mutual interest and responsibility.

4. The Governor of the Farm Credit Administration is requested to examine the standing committees of the Department of Agriculture and determine for recommendation to the Secretary those upon which it would be advantageous to the Farm Credit Administration to have membership.

5. The Governor of the Farm Credit Administration shall be a member of the Agricultural Program Board, established by Memorandum No. 786 of the Secretary of Agriculture, dated October 6, 1938.

H A Wallace

Secretary.

Economics are authorized, after consultation and with the approval of the Governor of the Farm Credit Administration, to appoint liaison representatives to work with the appropriate divisions and sections of the Farm Credit Administration on problems of mutual interest and responsibility.

4. The Governor of the Farm Credit Administration is requested to examine the standing committees of the Department of Agriculture and materials for recommendation to the Secretary upon which it would be advantageous to the Farm Credit Administration to have membership.

5. The Governor of the Farm Credit Administration shall be a member of the Agricultural Program Board, established by Memorandum No. 726 of the Secretary of Agriculture, dated October 6, 1938.

H. C. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 8, 1940.

MEMORANDUM NO. _____

In view of the Comptroller General's decision of September 26, 1939, Memorandum No. 823 of June 3, 1939, is hereby rescinded and superseded by this order, effective immediately. My order dated December 27, 1939, is not affected by this memorandum.

Subject to further order of the Secretary and in accordance with the provisions of Section 401, Part 4 of Reorganization Plan No. 1, submitted by the President to the Congress on April 25, 1939, pursuant to the Reorganization Act of 1939, the following shall govern the operations of the Farm Credit Administration and the Federal Farm Mortgage Corporation:

1. (a) The Governor of Farm Credit Administration shall be the chief executive officer of Farm Credit Administration. He is hereby authorized to utilize the personnel, records, and property (including office equipment) of the Farm Credit Administration and the Federal Farm Mortgage Corporation in the performance of the functions of said agencies, subject to his general responsibility to the Secretary of Agriculture.

(b) Except as otherwise provided by law, the other officers and employees of the Farm Credit Administration and the Federal Farm Mortgage Corporation shall be subject to the direction of, and shall be responsible to, the Governor of the Farm Credit Administration.

2. All regulations, orders, delegations of authority, and procedures heretofore issued or approved by the Governor of the Farm Credit Administration, the Board of Directors of the Federal Farm Mortgage Corporation, or other duly authorized agency, officer or employee of the Farm Credit Administration or the Federal Farm Mortgage Corporation, are hereby continued, except to the extent that they conflict with the aforesaid Reorganization Plan, or with other provisions of law, or with the provisions of this Memorandum.

Information

3. The offices of Budget and Finance, Personnel, Land Use Coordination, Plant and Operations, and the Bureau of Agricultural

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 8, 1940.

MEMORANDUM NO. _____

In view of the Comptroller General's decision of September 26, 1939, Memorandum No. 823 of June 3, 1939, is hereby rescinded and superseded by this order, effective immediately. My order dated December 27, 1939, is not affected by this memorandum.

Subject to further order of the Secretary and in accordance with the provisions of Section 401, Part 4 of Reorganization Plan No. 1, submitted by the President to the Congress on April 25, 1939, pursuant to the Reorganization Act of 1939, the following shall govern the operations of the Farm Credit Administration and the Federal Farm Mortgage Corporation:

1. (a) The Governor of Farm Credit Administration shall be the chief executive officer of Farm Credit Administration. He is hereby authorized to utilize the personnel, records, and property (including office equipment) of the Farm Credit Administration and the Federal Farm Mortgage Corporation in the performance of the functions of said agencies, subject to his general responsibility to the Secretary of Agriculture.

(b) Except as otherwise provided by law, the other officers and employees of the Farm Credit Administration and the Federal Farm Mortgage Corporation shall be subject to the direction of, and shall be responsible to, the Governor of the Farm Credit Administration.

2. All regulations, orders, delegations of authority, and procedures heretofore issued or approved by the Governor of the Farm Credit Administration, the Board of Directors of the Federal Farm Mortgage Corporation, or other duly authorized agency, officer or employee of the Farm Credit Administration or the Federal Farm Mortgage Corporation, are hereby continued, except to the extent that they conflict with the aforesaid Reorganization Plan, or with other provisions of law, or with the provisions of this Memorandum.

3. The offices of Budget and Finance, Personnel, Land Use Coordination, Plant and Operations, and the Bureau of Agricultural

Economics are authorized, after consultation and with the approval of the Governor of the Farm Credit Administration, to appoint liaison representatives to work with the similar service divisions of the Farm Credit Administration on problems of mutual interest and responsibility.

4. The Governor of the Farm Credit Administration is requested to examine the standing committees of the Department of Agriculture and determine for recommendation to the Secretary those upon which it would be advantageous to the Farm Credit Administration to have membership.

5. The Governor of the Farm Credit Administration shall be a member of the Agricultural Program Board, established by Memorandum No. 786 of the Secretary of Agriculture, dated October 6, 1938.

Secretary.

Economics are authorized, after consultation and with the approval of the Governor of the Farm Credit Administration, to appoint liaison representatives to work with the marketing services divisions of the Farm Credit Administration on problems of mutual interest and responsibility.

4. The Governor of the Farm Credit Administration is requested to examine the standing committees of the Department of Agriculture and determine for recommendation to the Secretary those upon which it would be advantageous to the Farm Credit Administration to have membership.

5. The Governor of the Farm Credit Administration shall be a member of the Agricultural Program Board, established by Memorandum No. 700 of the Secretary of Agriculture, dated October 6, 1938.

Secretary.

January 6. 1940.

To the Employees of the FCA:

I have today signed an order which places upon the Governor of the Farm Credit Administration the highest degree of responsibility that is legally permissible for administering the activities of the Farm Credit Administration. A copy of the order is attached. This order is necessary to provide the legal basis for the relationship between Farm Credit Administration and the Department of Agriculture. Such an order has been issued in every case of reorganization changes. The order for the most part simply delegates operating powers which under the Reorganization Plan are made my responsibility. It says that the Governor will be directly responsible to me. It makes the Governor a member of the Agricultural Program Board, authorizes the staff offices of the Department to establish liaison arrangements with the appropriate offices and divisions of the FCA, and continues the regulations, delegations of authority, and procedures heretofore issued by the Governor of the FCA.

There has been much loose talk recently about the relationship of the Famm Credit Administration to other branches of the Department. Some

of the reports which you have read must have caused you to become nervous and apprehensive. I am therefore sending to each of you this personal explanation -- an explanation that deals with some of the facts back of today's administrative order.

On June 3, 1939, I issued a memorandum, which sought to place upon the Governor of the Farm Credit Administration responsibility for the conduct of FCA affairs that was almost identical to what he had prior to Reorganization Plan No. 1. The only change was that the Governor would report in a general way to me, rather than to the President. This slight change from the situation prior to reorganization represented some advance in administrative management because the President today has such very great and heavy responsibilities that he could not be expected to consult frequently with the head of an independent agency except to aid in meeting some serious emergency situation. One of the basic reasons for any kind of reorganization lay in the fact that more people were reporting to the President than any one man could well handle.

However, on September 26, 1939, the Comptroller General ruled that

of the reports which you have read must have caused you to become nervous and apprehensive. I am therefore sending to each of you this personal explanation -- an explanation that deals with some of the facts back of today's administrative order.

On June 3, 1939, I issued a memorandum, which sought to place upon the Governor of the Farm Credit Administration responsibility for the conduct of FCA affairs that was almost identical to what he had prior to Reorganization Plan No. 1. The only change was that the Governor would report in a general way to me, rather than to the President. This slight change from the situation prior to reorganization represented some advance in administrative management because the President today has such very great and heavy responsibilities that he could not be expected to consult frequently with the head of an independent agency except to aid in meeting some critical emergency situation. One of the basic reasons for any kind of reorganization was in the fact that more people were reporting to the President than any one man could well handle.

However, on September 26, 1939, the Comptroller General ruled that

I did not have legal authority to divest myself of responsibility for the management of the Farm Credit Administration to the extent that I had indicated in my June 3 order. He recognized that the head of a Department must delegate responsibility, but that the head of a Department cannot thereby escape his own responsibility.

Now, in administering a large agency, the head obviously must have help. It is wholly unrealistic, yes foolish, for anyone to say that the Secretary of a large Department can effectively carry out Congressional mandates simply by conferring occasionally with bureau chiefs, who in turn are held responsible for given activities. The President, the Congress, and citizens generally expect the head of a Department to deal effectively, for example, with budgetary and fiscal affairs throughout the organization. The same is true of educational, informational, personnel, and other matters. Further, the President, the Congress, and citizens generally expect the various parts of an organization to avoid duplication and waste, and the work of the various bureaus to make collective sense. Farmers would be the first to criticize if one branch of this Department sought to take a given action and another branch sought to take a directly contradictory action.

I did not have legal authority to divest myself of responsibility for the management of the Farm Credit Administration to the extent that I had indicated in my June 3 order. He recognized that the head of a Department must delegate responsibility, but that the head of a Department cannot thereby escape his own responsibility.

Now, in administering a large agency, the head obviously must have help. It is wholly unrealistic, yes foolish, for anyone to say that the Secretary of a large Department can effectively carry out Congressional mandates simply by conferring occasionally with bureau chiefs, who in turn are held responsible for given activities. The President, the Congress, and citizens generally expect the head of a Department to deal effectively, for example, with budgetary and fiscal affairs throughout the organization. The same is true of educational, informational, personnel, and other matters. Further, the President, the Congress, and citizens generally expect the various parts of an organization to avoid duplication and waste, and the work of the various bureaus to make collective sense. Farmers would be the first to criticize if one branch of this Department sought to take a given action and another branch sought to take a directly contradictory action.

Consequently, the head of a Department must have staff offices and assistants to aid him in exercising his responsibility for general supervision.

There is much to be said, therefore, for having the Farm Credit Administration subject to the same Departmental regulations and the same procedures for review and coordination of specific functions as ~~are~~ in the same way all other branches of the Department. However, it is as desirable for me as it is for the personnel of the Farm Credit Administration to have this coordinating function introduced mildly and exercised considerately. It is imperative that we capitalize fully on the zeal, the initiative, the knowledge and understanding of the people in the agency that has the specialized operating responsibility.

Since I cannot and I am sure should not divest myself of the responsibility placed upon me by Reorganization Plan No. 1, the Governor, by the attached memorandum, is made subject to the general supervision of the Secretary. Several days ago I said, in a public statement, "My function as Secretary of Agriculture is to act as coordinator for the President in tying the Farm Credit Administration in with the rest of the agricultural work and

Consequently, the head of a Department must have staff offices and assistants to aid him in exercising his responsibility for general supervision.

There is much to be said, therefore, for having the Farm Credit Administration subject to the same Departmental regulations and the same procedures for review and coordination of specific functions as are all other branches of the Department. However, it is as desirable for me as it is for the personnel of the Farm Credit Administration to have this coordinating function introduced mildly and exercised considerately. It is imperative that we capitalize fully on the zeal, the initiative, the knowledge and understanding of the people in the agency that has the specialized operating responsibility.

Since I cannot and I am sure should not divest myself of the responsibility placed upon me by Reorganization Plan No. 1, the Governor, by the attached memorandum, is made subject to the general supervision of the Secretary. Several days ago I said, in a public statement, "My function as Secretary of Agriculture is to act as coordinator for the President with the Farm Credit Administration in with the rest of the agricultural work and

thus keep all these public services to agriculture moving forward toward common objectives."

Just how much help I shall ~~have~~ need to have in the field of coordination I do not know at this time. Consequently, after consultation with Governor Black I have included a provision in today's order which authorizes certain staff offices of the Department to establish cooperative liaison relationships with the appropriate offices of the FCA. I am confident that experienced officers of the FCA and of the Secretary's staff offices will find consultation ~~be~~ mutually helpful.

Finally, let me make it clear to everyone that today's order makes no change whatsoever in either the functions or structure of the Farm Credit Administration. The principal job has been and continues to be the provision of long and short-time credit to agriculture on a sound, self-supporting basis. One of its great sources of strength is the cooperative type of organization [redacted] that prevails in it.

There are, however, some problems to be faced. One of the most pressing is the problem of borrowers who are now, in fairly large numbers, delinquent to some of the Federal Land banks. The existing delinquencies,

thus keep all these public services to agriculture moving forward toward common objectives."

Just how much help I shall have to have in the field of coordination I do not know at this time. Consequently, after consultation with Governor Black I have included a provision in today's order which authorizes certain staff offices of the Department to establish cooperative liaison relationships with the appropriate offices of the FCA. I am confident that experienced officers of the FCA and of the Secretary's staff offices will be mutually helpful.

Finally, let me make it clear to everyone that today's order makes no change whatsoever in either the functions or structure of the Farm Credit Administration. The principal job has been and continues to be the provision of long and short-time credit to agriculture on a sound, self-supporting basis. One of its great sources of strength is the cooperative type of organization management that prevails in it.

There are, however, some problems to be faced. One of the most pressing is the problem of borrowers who are now, in fairly large number, delinquent to some of the Federal land banks. The existing delinquencies,

together with those of the past, have resulted in the impairment of stock in a large number of the National Farm Loan Associations through which farmers secure land bank loans. I heartily endorse former Governor Hill's action of some 3 months ago of suspending foreclosures in areas where farmers have become seriously delinquent. But I do not think we should stop at suspending foreclosures, nor do most of the officials of the Farm Credit system -- as a matter of fact, FCA officers have been working out plans for meeting this situation in a constructive way. We of the Department will wholeheartedly support and further these efforts. With all the facilities at our disposal we must study the conditions responsible for the delinquencies, and earnestly seek a solution which will enable the people of these areas to reestablish their economy on a sound basis, and at the same time will maintain the integrity of the land bank system. Only through well-considered, forward-looking action can the loans in these "trouble spots" be placed on the same sound basis as the majority of the land bank loans. If we do not take positive action, rather than resting on suspension of foreclosures, we in the end jeopardize the interests of the great bulk of the farmers who

together with those of the past, have resulted in the impairment of stock in a large number of the National Farm Loan Associations through which farmers secure land bank loans. I heartily endorse Governor Hill's action of some 3 months ago of suspending foreclosures in areas where farmers have become seriously delinquent. But I do not think we should stop at suspending foreclosures, and do most of the officials of the Farm Credit system -- as a matter of fact, FCA officers have been working out plans for meeting this situation in a constructive way. We of the Department will wholeheartedly support and further these efforts. With all the facilities at our disposal we must study the conditions responsible for the delinquencies, and earnestly seek a solution which will enable the people of these areas to reestablish their economy on a sound basis, and at the same time will maintain the integrity of the Land Bank system. Only through well-considered, forward-looking action can the loans in these "trouble spots" be placed on the same sound basis as the majority of the Land Bank loans. If we do not take positive action, rather than resting on suspension of foreclosures, we in the end jeopardize the interests of the great bulk of the farmers who

cooperatively own a portion of the institutions associated in the Farm Credit System.

I wish heartily to welcome each of you to a closer cooperation with the Department of Agriculture. Close, friendly relationships b~~etween~~ within the whole body of public servants devoted to the cause of agriculture should make for a positive, mutual enrichment. On the negative side, I feel it safe to say that the vast majority of you could, if you wished, go on about your work without any particular reason for knowing that any change has taken place. I hope that, on the contrary, you will find the positive satisfaction that is available in this enlarged association. I welcome you to this association.

H A Wallace

Secretary.

cooperatively own a portion of the institutions associated in the Farm Credit System.

I wish heartily to welcome each of you to a closer cooperation with the Department of Agriculture. Close, friendly relationships between the whole body of public servants devoted to the cause of agriculture should make for a positive, mutual enrichment. On the negative side, I feel it safe to say that the vast majority of you could, if you wished, go on about your work without any particular reason for knowing that any change has taken place. I hope that, on the contrary, you will find the positive satisfaction that is available in this enlarged association. I welcome you to this association.

M. S. Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

1-13-40

MEMORANDUM NO. 847

Delegation of authority in connection with land utilization projects for which the Forest Service has been or will be designated the custodial agency.

The Chief or Acting Chief of the Forest Service, or any employee of the Department whom either of them may designate in writing, is hereby specifically authorized, on behalf of the United States in connection with the land utilization projects, administered under Title III and related sections of the Bankhead-Jones Farm Tenant Act, for which the Forest Service has been or will be designated the custodial agency, to perform the functions hereinafter outlined. The requirements of Department Regulations 1712 and 3312 which conflict with this authorization are hereby waived:

1. Execute easements, leases, and licenses for the acquisition of interests in real property.

2. Execute easements, leases, licenses, and other forms of contracts permitting the construction and maintenance of telephone lines, pipe lines, roads, irrigation and drainage ditches, etc. (but not those power line licenses which are required by law to be granted by the Federal Power Commission), across project areas when such construction will not materially interfere with the purposes of the project.

3. Execute leases, licenses, permits, agreements and other forms of contracts permitting the use of lands acquired, when consistent with the purposes of the project, for cropping, grazing, building occupancy, recreational and incidental purposes, provided they do not extend for more than ten years.

4. File in the name of the United States, in accordance with the law of the state involved, applications for water rights covering waters to be impounded, impeded, or diverted in their flow by construction work contemplated in connection with the development of a project

5. Exercise all powers to revoke, terminate, or cancel contracts executed in accordance with the foregoing authority, or under which the United States has acquired, or may hereafter acquire, rights or obligations by virtue of the acquisition of property in the administration of the Land Conservation and Land Utiliazation Program, which are exercisable either by the terms of the contracts themselves or by operation of law.

Done at Washington, D. C., this 13th day of January 1940. Witness my hand and the seal of the Department of Agriculture.

H A Wallace

Secretary of Agriculture.

Rules

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Orders

1/15/40

January 11, 1940

MEMORANDUM NO. 868

(Creating the 1942 Yearbook Committee on Animal Diseases and Insects)

As one of the current series of volumes dealing with major aspects of agriculture, the 1942 Yearbook will cover the subject of diseases and insects affecting animals. The title tentatively suggested for the book is "Fighting Animal Diseases and Insects."

In addition to giving practical information to farmers and others on this vital subject, there is an opportunity in this Yearbook to sum up some of the notable pioneering achievements of agricultural research in connection with diseases. Nutritional diseases might well be included as an increasingly important part of the picture. Since the work with insects that directly affect human beings is closely related to the work with insects that affect animals, the former would also seem to have a logical place in this volume. The work with insects affecting plants can be reserved for treatment in a later Yearbook.

I am confident that there is enough available material in the Department and the state agencies to make the 1942 Yearbook fully as vital and interesting as those that have preceded it in this series.

The following committee is appointed to have charge of the plans for the book:

The 1942 Yearbook Committee on Animal Diseases and Insects

John R. Mohler, BAI, Chairman
F. C. Bishopp, E&PQ
D. S. Burch, BAI
C. A. Cary, BDI
Adolph Eichhorn, BAI
Gove Hambidge, Inf.
J. A. Hyslop, E&PQ
E. B. Meigs, BDI
H. E. Moskey, F&DA
S. A. Rohwer, E&PQ
H. W. Schoening, BAI
Benjamin Schwartz, BAI
A. E. Wight, BAI

It will be necessary for this committee to start work in the near

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 11, 1942

MEMORANDUM NO. [illegible]

(Creating the 1942 Yearbook Committee on Animal Diseases and Insects)

As one of the current series of volumes dealing with major aspects of agriculture, the 1942 Yearbook will cover the subject of diseases and insects affecting animals. The title tentatively suggested for the book is "Fighting Animal Diseases and Insects."

In addition to giving practical information to farmers and others on this vital subject, there is an opportunity in this Yearbook to sum up some of the notable pioneering achievements of agricultural research in connection with diseases. Nutritional diseases might well be included as an increasingly important part of the picture. Since the work with insects that directly affect human beings is closely related to the work with insects that affect animals, the former would also seem to have a logical place in this volume. The work with insects affecting plants can be reserved for treatment in a later Yearbook.

I am confident that there is enough available material in the Department and the state agencies to make the 1942 Yearbook fully as vital and interesting as those that have preceded it in this series.

The following committee is appointed to have charge of the plans for the book:

The 1942 Yearbook Committee on Animal Diseases and Insects

John R. Mohler, BAI, Chairman
F. C. Bishopp, BEPQ
D. S. Burch, BAI
C. A. Cary, BDI
Adolph Eichhorn, BAI
Dove Hutchings, Inf.
J. A. Hyslop, BEPQ
E. R. Meige, BDI
R. E. Monroe, FSDA
S. A. Rohwer, BEPQ
H. W. Schoening, BAI
Benjamin Schwartz, BAI
A. E. Wight, BAI

It will be necessary for this committee to start work in the near

future in order to have the Yearbook published early in January, 1942.

This committee will be automatically terminated on January 15, 1942.

H A Wallace

Secretary

(Date

Memorandum No

As one of the current series of volumes dealing with major aspects of agriculture, the 1942 Yearbook will cover the subject of diseases and insects affecting animals. The title tentatively suggested for the book is "Fighting Animal Diseases and Insects."

In addition to giving practical information to farmers and others on this vital subject, there is an opportunity in this Yearbook to sum up some of the notable pioneering achievements of agricultural research in connection with diseases. Nutritional diseases might well be included as an increasingly important part of the picture. Since the work with insects that directly affect human beings is closely related to the work with insects that affect animals, the former would also seem to have a logical place in this volume. The work with insects affecting plants can be reserved for treatment in a later Yearbook.

I am confident that there is enough available material in the Department and the state agencies to make the 1942 Yearbook fully as vital and interesting as those that have preceded it in this series.

The following committee is appointed to have charge of the plans for the book:

THE YEARBOOK COMMITTEE ON ANIMAL DISEASES AND INSECTS

John R. Mohler, B.A.I. -- Chairman

F. C. Bishopp, E.&P.Q.
D. S. Burch, B.A.I.
C. A. Cary, B.D.I.
Adolph Eichhorn, B.A.I.
Gove Hambidge, Inf.
J.A. Hyslop, E.&P.Q.
E. B. Meigs, B.D.I.
H. E. Moskey, F.&D.A.
S. A. Rohwer, E.&P.Q.
H. W. Schoening, B.A.I.
Benjamin Schwartz, B.A.I.
A. E. Wight, B.A.I.

It will be necessary for this committee to start work in the near future in order to have the Yearbook published early in January, 1942.

This committee will be automatically terminated on Jan 15, 1942.

Secretary.

Memorandum

As one of the current series of volumes dealing with major aspects of agriculture, the 1942 Yearbook will cover the subject of diseases and insects affecting animals. The title tentatively suggested for the book is "Fighting Animal Diseases and Insects."

In addition to giving practical information to farmers and others on this vital subject, there is an opportunity in this Yearbook to sum up some of the notable pioneering achievements of agricultural research in connection with disease. Nutritional diseases might well be included as an increasingly important part of the picture. Since the work with insects that directly affect human beings is closely related to the work with insects that affect animals, the former would also seem to have a logical place in this volume. The work with insects affecting plants can be reserved for treatment in a later Yearbook.

I am confident that there is enough available material in the Department and the state agencies to make the 1942 Yearbook fully as vital and interesting as those that have preceded it in this series.

The following committee is appointed to have charge of the plans for the book:

John R. Mohler, B.A.I. -- Chairman

F. C. Bishopp, E.&P.Q.
D. S. Burch, B.A.I.
C. A. Cary, B.D.I.
Adolph Eichhorn, B.A.I.
Dove Hambidge, Inf.
J.A. Hysldop, E.&P.Q.
E. D. Meiere, B.D.I.
H. E. Moskey, F.&D.A.
S. A. Rohwer, E.&P.Q.
H. W. Schoening, B.A.I.
Benjamin Schwartze, B.A.I.
A. E. Wight, B.A.I.

It will be necessary for this committee to start work in the near future in order to have the Yearbook published early in January, 1942.

Secretary.

Rules

Ordered No. 200 1/23/40

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 19, 1940

MEMORANDUM NO. 849

Dr. A. G. Black, who has been appointed Acting Governor of the Farm Credit Administration, is relieved of his duties as Director of Marketing and Regulatory Work.

The personnel and functions of the Office of the Director of Marketing and Regulatory Work are transferred to Mr. Milo Perkins, who, as personal representative of the Secretary, is designated Director of Marketing in addition to his other duties. The Director of Marketing will serve as a general staff officer and be responsible for the coordination of marketing, distribution and regulatory work of the agencies and general programs of the Department, interdepartmentally and in relation to State governments and their agencies.

The agencies of the Department which have functions affected by this order are the Federal Surplus Commodities Corporation, the Division of Marketing and Marketing Agreements of the Agricultural Adjustment Administration, the Agricultural Marketing Service, the Sugar Division, the Commodity Credit Corporation, the Bureau of Home Economics, the Commodity Exchange Administration, the Food and Drug Administration, the Bureau of Animal Industry, the Bureau of Dairy Industry, the Bureau of Entomology and Plant Quarantine, and the Forest Service. The Director shall also have responsibility with respect to general problems in the marketing field which may involve agencies of the Department not listed herein.

This contemplated staff program in the marketing field will require gradual development and planning by the Director. A more specific memorandum is being sent by him to the affected bureau chiefs. The chiefs of all bureaus or other agencies affected by this order should continue to report directly to the Secretary's Office without clearing through the Office of the Director of Marketing, and official documents of affected agencies need not at this time be routed through the Office of the Director of Marketing. Problems growing out of series of dockets, however, or other developments may require modification by the Director in this procedure from time to time. The Director is authorized to make such changes as circumstances may require.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 19, 1943

MEMORANDUM NO. 849

Dr. A. G. Black, who has been appointed Acting Governor of the Farm Credit Administration, is relieved of his duties as Director of Marketing and Regulatory Work.

The personnel and functions of the Office of the Director of Marketing and Regulatory Work are transferred to Mr. Milo Perkins, who, as personal representative of the Secretary, is designated Director of Marketing in addition to his other duties. The Director of Marketing will serve as a general staff officer and is responsible for the coordination of marketing, distribution and regulatory work of the agencies and general programs of the Department, interdepartmentally and in relation to State governments and their agencies.

The agencies of the Department which have functions affected by this order are the Federal Surplus Commodities Corporation, the Division of Marketing and Marketing Agreements of the Agricultural Adjustment Administration, the Agricultural Marketing Service, the Sugar Division, the Commodity Credit Corporation, the Bureau of Home Economics, the Commodity Exchange Administration, the Food and Drug Administration, the Bureau of Animal Industry, the Bureau of Dairy Industry, the Bureau of Entomology and Plant Quarantine, and the Forest Service. The Director shall also have responsibility with respect to general problems in the marketing field which may involve agencies of the Department not listed herein.

This contemplated staff program in the marketing field will require gradual development and planning by the Director. A more specific memorandum is being sent by him to the affected bureau chiefs. The chiefs of all bureaus or other agencies affected by this order should continue to report directly to the Secretary's Office without clearing through the Office of the Director of Marketing, and official documents of affected agencies need not at this time be routed through the Office of the Director of Marketing. Problems growing out of series of dockets, however, or other developments may require modification by the Director in this procedure from time to time. The Director is authorized to make such changes as circumstances may require.

The Director of Marketing is authorized to establish a grouping of regulatory functions for departmental staff purposes in the office of an Associate Director of Marketing.

Effective February 1, 1940, the Consumers' Counsel, Department of Agriculture, shall be under the general supervision and direction of the Director of Marketing.

The personnel and functions of the Sugar Division are transferred to the Agricultural Adjustment Administration, effective February 1, 1940; however, the Division of Business Administration, Agricultural Marketing Service, will continue during the remainder of the fiscal year 1940 to perform the fiscal, personnel, and procurement services now being performed for the Sugar Division under Memorandum of Understanding approved by the Secretary on June 14, 1939.

All previous memoranda are superseded to the extent that they conflict with the provisions of this memorandum.

H A Wallace

Secretary.

The Director of Marketing is authorized to establish a grouping of regulatory functions for departmental staff purposes in the office of an Associate Director of Marketing.

Effective February 1, 1940, the Department Counsel, Department of Agriculture, shall be under the general supervision and direction of the Director of Marketing.

The personnel and functions of the Sugar Division are transferred to the Agricultural Adjustment Administration, effective February 1, 1940; however, the Division of Business Administration, Agricultural Marketing Service, will continue during the remainder of the fiscal year 1940 to perform the fiscal, personnel, and procurement services now being performed for the Sugar Division under Memorandum of Understanding approved by the Secretary on June 14, 1939.

All previous memoranda are superseded to the extent that they conflict with the provisions of this memorandum.

Secretary.

Please return to Sugar Division

(COPY)

MEMORANDUM OF UNDERSTANDING

Between
Joshua Bernhardt, Chief,
Sugar Division,
and
F. J. Hughes, Chief,
Division of Business Administration

There is set forth herein a brief resume of the services to be performed by the Division of Business Administration for the Sugar Division in Washington. Mr. F. J. Hughes, Chief, Division of Business Administration, will function as Business Manager for the Sugar Division, performing the duties and assuming the authorities incident thereto. All business management problems will be referred to him, and he will be available for consultation with the Chief of the Sugar Division when requested. More specifically, the services to be performed by the Business Manager for the Sugar Division in Washington are (1) fiscal, which includes only the auditing and accounting of the administrative expenditures of the Division, (2) procurement, including the maintenance of property accounts, and (3) personnel. The description of those functions are as follows:

(1) Fiscal.

The accounting and auditing of administrative expenditures will be performed by the Division of Business Administration. Control records will be maintained on all appropriations or funds made available to the Sugar Division. Producers' payments will continue to be audited and accounted for by the Agricultural Adjustment Administration as well as administrative expenses in connection with such payments. However, reports will be received from that Administration, posted to the control accounts, and collated with administrative expenditures of the Sugar Division and a combined report of all expenditures submitted to the

Letter sent to Sugar Division

(COPY)

MEMORANDUM OF UNDERSTANDING

Between
Joshua Bernhardt, Chief,
Sugar Division,
and
F. J. Hughes, Chief,
Division of Business Administration

There is set forth herein a brief resume of the services to be performed by the Division of Business Administration for the Sugar Division in Washington. Mr. F. J. Hughes, Chief, Division of Business Administration, will function as Business Manager for the Sugar Division, performing the duties and assuming the authorities incident thereto. All business management problems will be referred to him, and he will be available for consultation with the Chief of the Sugar Division when requested. More specifically, the services to be performed by the Business Manager for the Sugar Division in Washington are (1) fiscal, which includes only the auditing and accounting of the administrative expenditures of the Division, (2) procurement, including the maintenance of property accounts, and (3) personnel. The description of these functions are as follows:

(1) Fiscal.

The accounting and auditing of administrative expenditures will be performed by the Division of Business Administration. Control records will be maintained on all appropriations or funds made available to the Sugar Division. Producers' payments will continue to be audited and accounted for by the Agricultural Adjustment Administration as well as administrative expenses in connection with such payments. However, reports will be received from that Administration, posted to the control accounts, and collated with administrative expenditures of the Sugar Division and a combined report of all expenditures submitted to the

Chief of that Division.

Original allotment advices from the Office of the Secretary will flow to the Chief of the Sugar Division to note and be forwarded to the Division of Business Administration for processing. All allocations of allotments or changes affecting project allotments will originate in the office of the Chief of the Sugar Division and be transmitted to the fiscal office of the Division of Business Administration for processing. All documents evidencing obligations, of whatever nature, will be forwarded to the Division of Business Administration for the purpose of encumbrance of funds and processing of these obligations through the Procurement or Personnel office, whichever is applicable.

Letters of authorization will be prepared in the Sugar Division and the original and four copies forwarded to the Division of Business Administration for processing. The first carbon copy of such letters will be initialed by the Chief of the Sugar Division or his designee. The letters will be received, examined as to form and content, encumbered, and will be signed by the Chief of the Division of Business Administration and returned to Mr. Deatherage for distribution.

Transportation requests, tax exemption certificates and travel identification cards will be supplied by the Division of Business Administration. Requests for travel advances will be prepared in the Sugar Division, initialed by an authorized employee, and forwarded for processing. They will be accompanied by a certified copy of the letter of authorization covering the travel to be performed for which the advance is being made.

Payrolls for Sugar Division employees and all other vouchers except reimbursement vouchers will be prepared, audited, and processed for payment by the Division of Business Administration. Reimbursement vouchers will be prepared by the travelers and transmitted through the Sugar Division for approval. All salary and travel checks will be received by the Division of Business Administration and will be delivered to Mr. Deatherage for distribution. Mr. Deatherage will address a memorandum to the Division of Business Administration confirming services rendered by the employees to whom checks are being issued.

Monthly statements of the condition of funds of the Sugar Division will be transmitted not later than the 10th of the following month. The report, shall consist of a statement showing the status of each allotment or fund and the distribution of expenditures by objective class, by operating units. expenditure reports which will be used as a basis for budget controls and estimates will be submitted as requested.

Chief of that Division.

Original allotment advices from the Office of the Secretary will flow to the Chief of the Sugar Division to note and be forwarded to the Division of Business Administration for processing. All allocations of allotments or changes affecting project allotments will originate in the office of the Chief of the Sugar Division and be transmitted to the fiscal office of the Division of Business Administration for processing. All documents evidencing obligations, of whatever nature, will be forwarded to the Division of Business Administration for the purpose of encumbrance of funds and processing of these obligations through the Procurement or Personnel Office, whichever is applicable.

Letters of authorization will be prepared in the Sugar Division and the original and four copies forwarded to the Division of Business Administration for processing. The first certain copy of such letters will be initialed by the Chief of the Sugar Division or his designee. The letters will be received, examined as to form and content, numbered, and will be signed by the Chief of the Division of Business Administration and returned to Mr. Dentonrge for distribution.

Transportation requests, tax exemption certificates and travel identification cards will be supplied by the Division of Business Administration. Requests for travel advances will be prepared in the Sugar Division, initialed by an authorized employee, and forwarded for processing. They will be accompanied by a certified copy of the letter of authorization covering the travel to be performed for which the advance is being made.

Payrolls for Sugar Division employees and all other vouchers except reimbursement vouchers will be prepared, audited, and processed for payment by the Division of Business Administration. Reimbursement vouchers will be prepared by the travelers and transmitted through the Sugar Division for approval. All salary and travel checks will be received by the Division of Business Administration and will be delivered to Mr. Dentonrge for distribution. Mr. Dentonrge will address a memorandum to the Division of Business Administration concerning services rendered by the employees to whom checks are being issued.

Monthly statements of the condition of funds of the Sugar Division will be transmitted not later than the 10th of the following month. The report, shall consist of a statement showing the status of each allotment or fund and the distribution of expenditures by objective class, by operating units. Expenditure reports which will be used as a basis for budget requests and estimates will be submitted as requested.

(2) Personnel.

Personnel recommendations will be prepared and signed in the Sugar Division and the original and two copies will be forwarded to the Division of Business Administration. These recommendations will cover the personnel of the Sugar Division both in Washington and the field. The Division of Business Administration will handle the preparation and signing of recommendations to the Secretary (Form AD-41) and process to the Office of the Secretary. This will eliminate the procedure now employed under which Forms AD-41 are prepared in the personnel office of the Agricultural Adjustment Administration and returned to the Sugar Division for the signature of the Chief of that Division.

In establishing new positions in the Division comprehensive descriptions of the duties and responsibilities of these positions and memorandum of justification should be transmitted to the Division of Business Administration. This Division will prepare and process the classification sheets to the Office of the Secretary and advise the Sugar Division as to the allocations approved by the Civil Service Commission. In requesting personnel actions termed "Vice Change", i. e. assigning employees to existing positions, the Division will submit the personnel recommendations and classification sheets (Civil Service Commission Form 2931) to the Division of Business Administration. The classification sheets will be submitted in one white (original) and six pink copies.

A revision of a description of duties involving a change in the classification of a position will be handled in the same manner as requests for the establishment of new positions. The Division of Business Administration will notify the Sugar Division of final decisions of the Civil Service Commission in the allocation of all positions.

(3) Procurement.

Form AD-14, "Request for Supplies, Equipment or Services", will be prepared in the Sugar Division and transmitted to the Division of Business Administration for processing. Where the request will involve an outside purchase the name of the contractor and the contract price shall be indicated on all copies and will be submitted in the original and three copies. Where the supplies are to be obtained from the Central Supplies Section of the Department the Form AD-14 will be submitted in the original and five carbon copies. The last carbon copy must be priced

(3) Personnel.

Personnel recommendations will be prepared and signed in the Buyer Division and the original and two copies will be forwarded to the Division of Business Administration. These recommendations will cover the personnel of the Buyer Division both in Washington and the field. The Division of Business Administration will handle the preparation and signing of recommendations to the Secretary (Form AD-41) and process to the Office of the Secretary. This will eliminate the procedures now employed under which Forms AD-41 are prepared in the personnel offices of the Agricultural Adjustment Administration and returned to the Buyer Division for the signature of the Chief of that Division.

In establishing new positions in the Division descriptive descriptions of the duties and responsibilities of these positions and measures of qualifications should be transmitted to the Division of Business Administration. This Division will prepare and process the classification sheets to the Office of the Secretary and advise the Buyer Division as to the allocations approved by the Civil Service Commission. In requesting personnel actions termed "Vice Change", i. e. assigning employees to existing positions, the Division will submit the personnel recommendation and classification sheets (Civil Service Commission Form 2831) to the Division of Business Administration. The classification sheets will be submitted in one white (original) and six pink copies.

A revision of a description of duties involving a change in the classification of a position will be handled in the same manner as requests for the establishment of new positions. The Division of Business Administration will notify the Buyer Division of final decisions of the Civil Service Commission in the allocation of all positions.

(3) Procurement.

Form AD-14, "Request for Supplies, Equipment or Services", will be prepared in the Buyer Division and transmitted to the Division of Business Administration for processing. Where the request will involve an outside purchase the name of the contractor and the contract price shall be indicated on all copies and will be submitted in the original and three copies. Where the supplies are to be obtained from the General Supplies Section of the Department the Form AD-14 will be submitted in the original and five carbon copies. The last carbon copy must be placed

and totaled and will be used as a basis of encumbrance. These forms will be signed by the Chief of the Sugar Division or his designee. All purchase orders, Government bills of lading and other documents required will be prepared or furnished in connection with such purchase by the Division of Business Administration.

Shop requests for work to be performed by the National Park Service will be submitted in the original and six copies. Only the original copy will be initialed by a representative of the Sugar Division. The estimated cost for the work requested will be indicated on one copy of the shop request for encumbrance purposes.

Building passes and Departmental identification cards will be issued by the Division of Business Administration upon the written request ofthe Sugar Division.

All property records for the Sugar Division will be maintained by the Division of Business Administration on regular Departmental forms. Detailed procedure covering the handling of property and the flow of forms to be used will be issued at a later date.

It is agreed that records pertaining to the activities and services indicated herein are to be maintained in the Division of Business Administration and not in the Sugar Division.

To effectively render the services above indicated and to reduce to a minimum the number of documents that will have to be returned to the Chief of the Sugar Division for signature it is desirable that the Business Manager and the Chief Fiscal Officer be given authority to sign as Acting Chief of the Sugar Division. This delegation of authority has been prepared and is attached hereto. It is also necessary that authority to approve vouchers and payrolls for payment be vested in the Division of Business Administration in order that such vouchers and payrolls, after audit, may be processed for payment. Signature cards for this purpose have been prepared are are attached.

The estimated cost of performing these services above enumberated for the fiscal year 1940 will amount to $20,000, of which amount $18,810 is for personal services and $1,190 for purchase of supplies, materials and equipment. A detailed statement of the breakdown of costs is attached hereto and made a part of this memorandum of understanding.

and totalled and will be used as a basis of encumbrance. These forms will be signed by the Chief of the Super Division or his designee. All purchase orders, Government bills of lading and other documents required will be prepared or furnished in connection with such purchase by the Division of Business Administration.

Shop requests for work to be performed by the National Park Service will be submitted in the original and six copies. Only the original copy will be initialed by a representative of the Super Division. The estimated cost for the work requested will be indicated on one copy of the shop request for encumbrance purposes.

Building passes and Departmental identification cards will be issued by the Division of Business Administration upon the written request of the Super Division.

All property records for the Super Division will be maintained by the Division of Business Administration in regular departmental forms. Detailed procedure covering the handling of property and the final disposition to be used will be issued at a later date.

It is agreed that records pertaining to the activities and services included herein are to be maintained in the Division of Business Administration and not in the Super Division.

To effectively render the services above indicated and to reduce to a minimum the number of documents that will have to be returned to the Chief of the Super Division for signature it is desirable that the Business Manager and the Chief of Fiscal Officer be given authority to sign on behalf of the Super Division. This delegation of authority has been prepared and is attached herewith. It is also necessary that authority to approve vouchers and payrolls for payment be vested in the Division of Business Administration in order that such vouchers and payrolls, after audit, may be processed for payment. Signature cards for this purpose have been prepared and are attached.

The estimated cost of performing these services above enumerated for the fiscal year 1940 will amount to $80,000, of which amount $18,810 is for personal services and $1,190 for purchase of supplies, materials and equipment. A detailed statement of the breakdown of costs is attached hereto and made a part of this memorandum of understanding.

It is proposed to make this agreement effective as of June 1, 1939, in order that procedures may be established during the last month of the fiscal year that will insure a smooth operation of all functions beginning July 1, 1939. The actual work of taking over the accounts may not be consummated until June 30, in order to permit the Agricultural Adjustment Administration to complete operating statements for the fiscal year 1939, however, it is proposed to effect certain transfers and appointments of personnel during the month of June, in order that sufficient employees will be available July 1, to properly handle fiscal matters for the Sugar Division for the fiscal year 1940. In order that this may be accomplished with a minimum amount of delay, it is proposed that one CAF-8 salary, one CAF-3 salary, and one CAF-2 salary be carried on the rolls of the Sugar Division for the period of June 1 to June 30, inclusive. These salaries and other expenses for the fiscal year 1940 will be paid from the allotment to be made to the Division of Business Administration for that year's operation.

Necessary procedures insuring complete coordination of activities will be worked out in detail by representatives of the two Divisions.

Concurred in: F. J. HUGHES (Signed)
F. J. Hughes,
Chief, Division of Business Administration

W. A. JUMP (Signed)
W. A. Jump,
Director of Finance.

ROYYF. HENDRICKSON (Signed)
Roy F. Hendrickson,
Director of Personnel.

JOSHUA BERNHARDT (Signed)
Joshua Bernhardt,
Chief, Sugar Division.

R. M. EVANS (Signed) W.E.B.Jr. (Signed)
R. M. Evans, Administrator,
Agricultural Adjustment Administration.

A. G. BLACK (Signed)
A. G. Black,
Director of Marketing and Regulatory Work

Approved: June 14, 1939.

H. A. WALLACE (Signed)
Secretary of Agriculture

Enclosures.

It is proposed to make this Agreement effective as of June 1, 1939, in order that procedures may be established during the last month of the fiscal year that will insure a smooth operation of all functions beginning July 1, 1939. The actual work of taking over the accounts may not be commenced until June 30, in order to permit the Agricultural Adjustment Administration to complete operating estimates for the fiscal year 1939. However, it is proposed to effect certain transfers and appointments of personnel during the month of June, in order that sufficient employees will be available July 1, to properly handle fiscal matters for the Super Division for the fiscal year 1940. In order that this may be accomplished with a minimum amount of delay, it is proposed that one GS-9 salary, one GS-8 salary, and one GS-6 salary be carried on the rolls of the Super Division for the period of June 1 to June 30, inclusive. These salaries and other expenses for the fiscal year 1940 will be paid from the allotment to be made to the Division of Business Administration for that year's operations.

Necessary procedures insuring complete coordination of activities will be worked out in detail by representatives of the two Divisions.

Concurred in:

F. A. BURGESS (Signed)
F. A. Burgess,
Chief, Division of Business Administration

H. A. JOSE (Signed)
H. A. Jose,
Director of Finance.

ROYCE H. HENDERSON (Signed)
Roy H. Henderson,
Director of Personnel.

JOHN H. MCNULTY (Signed)
John H. McNulty,
Chief, Super Division.

H. E. EVANS (Signed)
H. E. Evans, Administrator,
Agricultural Adjustment Administration.

A. G. BLANK (Signed)
A. G. Blank,
Director of Marketing and Regulatory Work.

Approved: June 14, 1939.

H. A. WALLACE (Signed)
Secretary of Agriculture.

Enclosures.

The personnel and functions of the Sugar Division are transferred to the Agricultural Adjustment Administration, effective February 1, 1940; however, the Division of Business Administration, Agricultural Marketing Service, will continue, during the remainder of the fiscal year 1940, to perform the fiscal, personnel, and procurement services now being performed for the Sugar Division under Memorandum of Understanding approved by the Secretary on June 14, 1939.

The personnel and functions of the Sugar Division are transferred to the Agricultural Adjustment Administration, effective February 1, 1940; however, the Division of Business Administration, Agricultural Marketing Service, will continue, during the remainder of the fiscal year 1940, to perform the fiscal, personnel, and procurement services now being performed for the Sugar Division under Memorandum of Understanding approved by the Secretary on June 14, 1939.

C
O
P
Y

File

January 19, 1940

MEMORANDUM NO. 849, SUPPLEMENT NO. 1

Incident to the transfer of the Sugar Division to the Agricultural Adjustment Administration, and in recognition of the highly specialized complexity of the sugar program, there is hereby established the Departmental Sugar Policy Board to serve as an advisory aid to the Secretary on policy questions growing out of the sugar program. The following are appointed members of the Board:

Joshua Bernhardt, Chief, Sugar Division
Carl B. Robbins, President, Commodity Credit Corp.
Robert H. Shields, Office of the Solicitor
L. A. Wheeler, Director, Ofc. of Foreign Agr. Relations
Roy F. Hendrickson, Director of Personnel
H. B. Boyd, Director, Insular Division, AAA
Donald E. Montgomery, Consumers' Counsel

On all proposals originating in the Sugar Division involving general questions of policy, an effort should be made to obtain the approval of at least three members of the Board before such proposals are submitted by the Agricultural Adjustment Administration to the Secretary, and such submissions should indicate the positions on the proposals taken by the respective Board members.

Mr. Wheeler needs to be consulted only on matters involving international policy, Mr. Hendrickson only on matters involving labor policy. Mr. Boyd shall serve in a liaison capacity between the whole Agricultural Adjustment Administration program and the sugar program, as well as serving as a member of the Board. Mr. Montgomery needs to be consulted only on matters of primary concern to consumers.

The Secretary's allotments of funds to the Agricultural Adjustment Administration under the Sugar Act will be on the basis of a project, organizational or other detailed breakdown, changes in which will be subject to the Secretary's approval.

This memorandum shall become effective February 1, 1940, for the duration of this calendar year.

H. A. Wallace
Secretary.

(Distributed only to Board members and
Evans, Jump, Solicitor, Perkins.)

Organization 1

DEPARTMENT OF AGRICULTURE

WASHINGTON

MEMORANDUM NO. SUPPLEMENT NO. 1

Incident to the transfer of the Sugar Division to the Agricultural Adjustment Administration, there is hereby established the Department Sugar Policy Board to serve as an advisory aid to the Secretary on policy questions pending out of the sugar program. The following are appointed members of the Board:

Joshua Bernhardt, Chief, Sugar Division
Carl E. Robbins, President, Commodity Credit Corporation
Robert H. Shields, Office of the Solicitor
L. A. Wheeler, Director, Office of Foreign Agricultural Relations

~~Additional members shall be named as follows:~~

1. The Director of Personnel shall recommend one member who shall be familiar with problems of farm labor, particularly those related to the production of sugar.

~~2. The Administrator of the Agricultural Adjustment Administration shall recommend one member who shall serve in a liaison capacity between the whole Agricultural Adjustment Administration program and the sugar program, as well as serving as a member of the Board.~~

On all proposals originating in the Sugar Division involving questions of policy, an effort should be made to obtain the approval of at least three members of the Board before such proposals are submitted to the Secretary.

This memorandum shall become effective ~~immediately~~ for the duration of this calendar year.

Secretary

File

DEPARTMENT OF AGRICULTURE

WASHINGTON

Ordered #1048 12/30/40

FILED

Please return to the Secretary's File Room

December 30, 1940.

MEMORANDUM NO. 849, SUPPLEMENT NO. 2

(Reappointment of Sugar Policy Board)

Inasmuch as the Sugar Act has been extended for the calendar year 1941, it is considered desirable to continue the Departmental Sugar Policy Board to serve as an advisory aid to the Secretary on policy questions arising out of the sugar program. The following persons are reappointed, therefore, to the Board and will continue their respective positions and functions, as prescribed in Memorandum 849 and Supplement No. 1 thereto:

Joshua Bernhardt, Chief, Sugar Division
Carl B. Robbins, President, Commodity Credit Corp.
Robert H. Shields, Office of the Solicitor
L. A. Wheeler, Director, Office of Foreign Agr. Relations
Roy F. Hendrickson, Director of Personnel
H. B. Boyd, Director, Insular Division, AAA
Donald E. Montgomery, Consumers' Counsel

Claude R. Wickard

Secretary

Organization 1

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

December 30, 1940

Sugar Section
Sec. Administrative Procedure

RESOLUTION NO. 5149, SUPPLEMENT NO. 2

(Appointment of Sugar Policy Board)

Inasmuch as the Sugar Act has been extended for the calendar year 1941, it is considered desirable to continue the Departmental Sugar Policy Board to serve as an advisory aid to the Secretary on policy questions arising out of the sugar program. The following persons are reappointed, therefore, to the Board and will continue their respective positions and functions, as prescribed in Resolution 5149 and Supplement No. 1 thereto:

Logan Wormuth, Chief, Sugar Division
Carl E. Robbins, President, Commodity Credit Corp.
Robert H. Shields, Office of the Solicitor
L. A. Wheeler, Director, Office of Foreign Agricultural Relations
Roy F. Hendrickson, Director of Personnel
H. S. Boyd, Director, Insular Division, AAA
Donald E. Montgomery, Conservation Counsel

Secretary

DUPLICATE ORIGINAL

DUPLICATE ORIGINAL
Chiefs of Bureaus

ED

FUR

Rules

Order 75929 1/29/40

January 29, 1940.

FILED
★ FEB-1 1940 M
Please return to the Secretary's File Room

MEMORANDUM NO. 850

AMENDMENT TO PARAGRAPH 2 OF THE RULES AND REGULATIONS (MEMORANDUM NO. 796) PRESCRIBING FOR THE ADMINISTRATION OF LOANS, GRANTS AND FARM DEBT ADJUSTMENT ACTIVITIES FOR NEEDY PERSONS, UNDER THE RURAL REHABILITATION PROGRAM.

Paragraph 2 of Memorandum No. 796, dated November 16, 1938, is hereby amended to read as follows:

> "The Farm Security Administration may make direct grants to farmers, farm tenants, croppers, and farm laborers for the following purposes: (1) subsistence needs, including food, clothing, and shelter; (2) medical care and participation in approved medical or health associations; (3) construction and repair of sanitary facilities and other improvements essential to family health; (4) subsistence livestock, garden seed, fertilizer, and implements and materials for farm, garden and kitchen, to be used for subsistence purposes only; (5) essential household furnishings; and (6) such other purposes as the Administrator may specifically decide to be necessary from time to time to meet emergency situations (such as, among other things, flood, drought, crop failure, insect infestation, cyclones, hailstorms, unseasonable freezes and sharp drops in farm prices). Grants may be made on such terms as will encourage recipients to help themselves and cooperate with the Administration by performing constructive work on the farms they occupy."

H A Wallace

Secretary.

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

January 26, 1940
....., 193

MEMORANDUM FOR MR. LEON O. WOLCOTT
Assistant to the Secretary

Dear Mr. Wolcott:

Mr. Jump has suggested that in returning the attached file to the Secretary's Office, a note be made of the fact that the file does not show whether or not consideration has been given to the suggestions in my memorandum of December 13, 1939, to him (copy in the file) that health insurance, the construction of sanitary facilities, and the purchase of household equipment and similar chattels should be provided under a loan rather than under a grant procedure--this in the thought that you will wish to complete the record by appropriate notation before presenting Dr. Alexander's recommendation to the Secretary for approval.

Sincerely,

Alex. McC. Ashley

Alex. McC. Ashley,
Chief, AR&SA Section,
Budget and Finance.

Enclosures.

6

UNITED STATES DEPARTMENT OF AGRICULTURE

FARM SECURITY ADMINISTRATION

WASHINGTON

OFFICE OF THE ADMINISTRATOR

January 6, 1940.

MEMORANDUM FOR MR. LEON O. WOLCOTT
Assistant to the Secretary.

Dear Mr. Wolcott:

In accordance with the suggestion contained in your memorandum of December 21 we are glad to furnish our definition of the term "emergency situation" as it is used in the proposed amendment to Paragraph 2. of Secretary's Memorandum No. 796. Generally speaking, an emergency situation may be described as any set of circumstances which renders a portion of the farm population, usually able to care for themselves, incapable of meeting their essential needs. The proportion of the population which is made to suffer may be large or small, but, in any case, there must exist an immediate need of assistance which cannot be provided from any other source. The affected area may be large or small. The emergency situation may arise from a large number of causes, among which a few examples are floods, drouths, crop failures, adverse economic forces (such as ruinous prices), insect infestation, cyclones, hailstorms, and unseasonable freezes. The duration of an emergency situation may be comparatively brief, or it may extend over a period of several years.

To illustrate several types of emergency situations, the following examples are cited:

1. In the winter of 1937, as you may recall, a disastrous flood ravaged the Ohio and Mississippi valleys. As a consequence, hundreds of thousands of families living in cities, towns, and open country along the banks of these rivers were made homeless and destitute. This Administration declared an emergency to exist in all open rural areas which were affected and rendered emergency assistance to all families which, by agreement with the other agencies participating, became our responsibility. As soon as the flood had receded and persons in the area were able to resume their normal lives, the extension of emergency assistance was discontinued.

2. As a result of prolonged drouth and dust storms in the so-called "Dustbowl Area" of the Southern Great Plains, a rather extensive emergency was declared to exist in that area in July, 1936. This Administration cared for all affected persons living in open rural areas who could not supply their own needs for subsistence and medical care from their own sources or from WPA employment.

3. Within recent months a situation which has long been developing in the six southeastern counties of Missouri has become acute and it has been necessary for us to extend special emergency aid in that area. The situation in that instance resulted largely from the accumulation over a period of years of adverse economic conditions, such as the loss of sources of supplemental income, and a change in the agricultural economy from a sharecropper system to a mechanized farming system, with the consequent dispossession of a large number of farm tenants.

We are somewhat perplexed by the statement in your memorandum which infers that the administrative problems in connection with our grant program will be very great, principally on account of the fact that many decisions will be made by county committees. As you are probably aware, our regular grant program, which is carried on for the benefit of present loan clients of the Administration and other low-income farmers who are potentially able to help themselves and become less dependent on public aid, does not require the designation of an emergency area. This program is conducted continuously as a regular and customary function of our assistance to low-income farmers. The designation of an emergency situation is resorted to only when persons who would not ordinarily be eligible for assistance are, by reason of a catastrophe or disaster, placed in immediate need. As a rule, such designations and the continuance of emergency aid are temporary in duration. We very frequently ask the advice of local land use planning committees in connection with requests that any particular area be declared an emergency area. It may be that this practice prompted your statement. As a matter of fact, however, final decisions regarding the designation of emergency areas are not made by county committees. Neither in this nor other aspects of our grant activities do we anticipate that our administrative problems in the future will be substantially greater than they are at present. We believe we will be able to handle our somewhat broader and more liberal grant program, as contemplated by the attached proposed memorandum, just as expeditiously as has been the case heretofore. As indicated above, practically all the new provisions in the proposed amendment of Paragraph 2. of Memorandum No. 796 are for the purpose of implementing our regular grant program and not those occasional extraordinary efforts made to relieve so-called emergency situations.

Sincerely yours,

Assistant Administrator.

3. Within recent months a situation which has long been developing in the sub-tenancies conditions of Negroes has reached crisis and it has been necessary for us to extend emergency aid in this area. The situation in that area results largely from the accumulation over a period of years of adverse economic conditions, many of the laws of Negroes of a problematical nature, and a change in the agricultural economy from a sharecropper system to a mechanized farming system, with the consequent displacement of a large number of Negro families.

We are somewhat perplexed by the statement in your memorandum which indicates that the administrative problems in connection with our grant program will be very great, principally on account of the fact that many decisions will be made by county committees. As you are probably aware, our regular grant program, which is carried on for the benefit of present loan clients of the Administration and other low-income farmers who are potentially able to fully rehabilitate and become loan clients on public aid, does not require the determination of an emergency area. This program is conducted continuously as a regular and customary function of our assistance to low-income farmers. The designation of an emergency situation is reserved to only when persons who would not ordinarily be eligible for assistance are, by reason of a catastrophe or disaster, placed in immediate need. As a rule, such dark situations and the continuance of emergency aid are temporary in duration. We very frequently ask the advice of local land use planning committees in connection with requests that any particular area be declared an emergency area. It may be that this procedure prompted your statement. As a matter of fact, however, final decisions regarding the designation of emergency areas are not made by county committees. Neither in this nor other aspects of our grant activities do we anticipate that our administrative problems in the future will be substantially greater than they are at present. We believe we will be able to handle our necessary direct and more liberal grant program, as contemplated by the attached proposed memorandum, just as expeditiously as has been the case heretofore. As indicated above, practically all the new provisions in the proposed memorandum of Farm Page 2, of January No. 7, are for the purpose of differentiating our regular grant program and not those occasional extraordinary situations made to relieve so-called emergency situations.

Sincerely yours,

Assistant Administrator.

December 13, 1939.

MEMORANDUM FOR MR. W. A. JUMP
Director of Finance

Dear Mr. Jump:

Attached is memorandum from the Administrator of the Farm Security Administration recommending amendment of Secretary's Memorandum No. 796, dated November 16, 1938, "Prescribing Rules and Regulations * * * under the Rural Rehabilitation Program of the Farm Security Administration.

The proposed amendment will enlarge the purposes for which grants may be made and is stated to be for the purpose of attempting the partial rehabilitation of certain clients who are not now eligible for rehabilitation loans. The enlarged purposes include among others, medical care and participation in approved medical and health associations, construction of sanitary facilities, subsistence livestock, implements for farm garden and kitchen, and essential household furnishings.

The authority for the grants mentioned herein is contained in Section 3(a)-(b) of the "Emergency Relief Appropriation Act of 1939" (Pub. Res. No. 24 - 76th Congress) providing for "relief to needy farmers."

It occurs to me that while medical care for the destitute is a proper relief measure, grants for participation in approved medical and health associations or, in other words, health insurance, can hardly be classed as "relief" in its strict sense. Construction of sanitary facilities, also, does not come within my definition of relief.

The making of grants for the purchase of chattels such as livestock, implements and household furnishings by indigent clients of the Farm Security Administration does not fall within the usual meaning of the word relief. However, and regardless of the technical meaning of the word, it seems to me that for the protection of the Government and of the clients themselves, the amounts necessary to purchase these chattels should be classed as loans and a note

Dec ber 13, 1939.

MEMORANDUM FOR MR. W. A. JUMP
Director of Finance

Dear Mr. Jump:

Attached is memorandum from the Administrator of the Farm Security Administration recommending amendment of Secretary's Memorandum No. 776, dated November 16, 1939, "Prescribing Rules and Regulations * * * under the Rural Rehabilitation Program of the Farm Security Administration.

The proposed amendment will enlarge the purposes for which grants may be made and is stated to be for the purpose of attempting the partial rehabilitation of certain clients who are not now eligible for rehabilitation loans. The enlarged purposes include among others, medical care and participation in approved medical and health associations, construction of sanitary facilities, substance livestock, implements for farm garden and kitchen, and essential household furnishings.

The authority for the grants mentioned herein is contained in Section 2(a)-(b) of the "Emergency Relief Appropriation Act of 1939" (Pub. Res. No. 24 - 76th Congress) providing for "relief to needy farmers."

It occurs to me that while medical care for the destitute is a proper relief measure, grants for participation in approved medical and health associations or, in other words, health insurance, can hardly be classed as "relief" in the strict sense. Construction of sanitary facilities, also, does not come within my definition of relief.

The making of grants for the purchase of chattels such as livestock, implements and household furnishings by financ clients of the Farm Security Administration does not fall within the usual meaning of the word relief. However, and regardless of the technical meaning of the word, it seems to me that for the protection of the Government and of the clients themselves, the amount necessary to purchase these chattels should be charged as loans and a note

and mortgage secured with chattels as security. This would protect the Government against the sale of the property by the dishonest or those sorely pressed for cash for emergency needs, and protect the clients against attachment of the chattels by other and less sympathetic creditors. I think this would also add to the chances for eventual complete rehabilitation of many of the present relief clients. Moreover, this would appear to be a better fiscal policy and businesslike practice, even though it is realized that the value of the chattels may in time be lost and the loan for such purposes never repaid.

As one further thought, the making of a loan to these indigent persons, even though for only a portion of their present needs, would perhaps serve as an incentive for additional effort on their part to justify the apparent belief of the Government in their ultimate restoration to self-sufficiency.

I would not have you think the AR&SA Section unsympathetic toward the plight of these destitute farmers, nor unappreciative of the problems confronting the Farm Security Administration in attempting to alleviate existing conditions. Consequently, I raise no strong question relative to grants to the needy for subsistence and health purposes. Therefore, this memorandum is for the purpose of bringing the provisions of the proposal to your attention and more particularly to express the opinion that for the protection of the Government and the client, the amount granted to the client for the purchase of attachable chattels be considered a loan secured by a lien on the chattels, and the amount necessary for supplies disposed of in use considered solely as a grant or gift.

Respectfully submitted,

A. McC. Ashley,
Chief, AR & SA Section.

Attachment

JHL/btb

and mortgage secured with chattels as security. This would protect the Government against the sale of the property by the debtor or those secretly pressed for cash for emergency needs, and protect the client against attachment of the chattels by other and less sympathetic creditors. I think this would also add to the chances for eventual complete rehabilitation of many of the present relief clients. Moreover, this would appear to be a better fiscal policy and businesslike practice, even though it is realized that the value of the chattels may in time be lost and the loan for such purpose never repaid.

As one further thought, the making of a loan to these indigent persons, even though for only a portion of their present needs, would perhaps serve as an incentive for additional effort on their part to justify the apparent belief of the Government in their ultimate rehabilitation to self-sufficiency.

I would not have you think the A.R.A.A. Section unsympathetic toward the plight of these destitute farmers, nor unrepresentative of the problems confronting the Farm Security Administration in attempting to alleviate existing conditions. Consequently, I raise no strong question relative to grants to the needy for subsistence and health purposes. Therefore, this memorandum is for the purpose of bringing the proviso of the proposal to your attention and more particularly to express the opinion that for the protection of the Government and the client, the amount granted to the client for the purchase of attachable chattels be considered a loan secured by a lien on the chattels, and the amount necessary for supplies disposed of in the considered policy as a grant or gift.

Respectfully submitted,

A. McC. Ashley,
Chief, AR & RA Section.

Attachment

JHM/ess

Received 2/3/40

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 1, 1940

MEMORANDUM NO. 851

Effective February 1, 1940, Mr. M. L. Wilson has been appointed Director of Extension, vice Dr. C. W. Warburton, who has been appointed Deputy Governor of the Farm Credit Administration.

H A Wallace

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 1, 1940

MEMORANDUM NO. 971

Effective February 1, 1940, Mr. M. L. Wilson has been appointed Director of Extension, vice Dr. C. W. Warburton, who has been appointed Deputy Governor of the Farm Credit Administration.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 1, 1940.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Effective February 1, 1940, Mr. M. L. Wilson has been appointed Director of Extension, vice Dr. C. W. Warburton, who has been appointed Deputy Governor of the Farm Credit Administration. ~~Mr. Claude R. Wickard has been appointed Under Secretary, vice Mr. Wilson.~~

H A Wallace
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 1, 1940

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Effective February 1, 1940, Mr. M. L. Wilson has been appointed Director of Extension, vice Dr. C. W. Warburton, who has been appointed Deputy Governor of the Farm Credit Administration. Mr. Claude R. Wickard has been appointed Under Secretary, vice M. L. Wilson.

Secretary

OFFICE OF
THE SECRETARY OF AGRICULTURE

Miss Rest:

You're right we should hold this until Mr. Wickard's commission has been signed & his appointment announced. Will you please hold until the coast is clear. You might call us before you start distributing—

McCamy

Ordered 6.00 No 980 2/13/40

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 12, 1940.

MEMORANDUM NO. 852

Establishment of Administrative Council

Pursuant to the President's letter of August 7, 1939, addressed to all Government agencies, I recently requested the chiefs of bureaus and offices of the Department of Agriculture to survey the activities and expenditures for which they are responsible and then to report to me on possible administrative improvements, economies in operations, and related matters.

In order that the many suggestions and recommendations submitted in these reports may receive adequate consideration, and at the same time to provide more permanently for department-wide study and improvement in such matters, the Departmental Coordinating Committee established by Memorandum No. 702, dated December 3, 1936, is hereby reconstituted as the Administrative Council of the Department. The Council will consist of:

Assistant to the Secretary (Mr. Appleby), Chairman
The Director of Finance
The Director of Personnel
The Land Use Coordinator
The Director of Research
The Director of Extension Work
The ~~Acting~~ Director of Information
The Director of Marketing ~~and Regulatory Work~~
The Solicitor

Generally, worth-while improvements in administration must come primarily from intensive effort within each operating agency. Additionally, the Department as a whole must constantly study its management methods and ever be on the alert to develop better administrative methods, economies in operation, better organization; in short, must constantly seek out the most efficient methods of operation.

The Department of Agriculture is unique, perhaps, in having several coordinating staff offices which constantly give attention to these questions in certain fields. Three of the Department's staff

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 12, 1940

MEMORANDUM NO. 852

Establishment of Administrative Council

Pursuant to the President's letter of August 7, 1939, addressed to all Government agencies, I recently requested the chiefs of bureaus and offices of the Department of Agriculture to survey the activities and expenditures for which they are responsible and then to report to me on possible administrative improvements, economies in operations, and related matters.

In order that the many suggestions and recommendations submitted in these reports may receive adequate consideration, and at the same time to provide more permanently for department-wide study and improvement in such matters, the Departmental Coordinating Committee established by Memorandum No. 704, dated December 3, 1934, is hereby reconstituted as the Administrative Council of the Department. The Council will consist of:

Assistant to the Secretary (Mr. Appleby), Chairman
The Director of Finance
The Director of Personnel
The Land Use Coordinator
The Director of Research
The Director of Extension Work
The Acting Director of Information
The Director of Marketing and Regulatory Work
The Solicitor

Generally, worth-while improvements in administration must come primarily from intensive effort within each operating agency. Additionally, the Department as a whole must constantly study its management methods and ever be on the alert to develop better administrative methods, economies in operation, better organization; in short, must constantly seek out the most efficient methods of operation.

The Department of Agriculture is unique, perhaps, in having several coordinating staff offices which constantly give attention to these questions in certain fields. Three of the Department's staff

offices -- Budget and Finance, Personnel, and Land Use Coordination -- devote considerable time to and are by regulation and practice responsible for many phases of organization, administration, and management.

A great many problems, however, are not limited to any one of the fields of work now covered by departmental coordinating offices. They often involve combinations of several or in some cases all such offices. The Administrative Council will provide an orderly and systematic means for consideration of matters involving such joint concern. The Chairman of the Administrative Council is authorized to establish special committees or sub-committees to handle particular problems. Through a special committee on administrative management, for example, we may obtain departmental consideration of proposals and recommendations in that field.

Bureau chiefs may request the services of the Administrative Council; studies will be conducted in cooperation with the bureau, and recommendations will be submitted to the bureau chief. The Secretary will refer problems to the Council from time to time. Studies may also be initiated by the Council itself.

It goes without saying that we should never assume we have achieved perfection in the over-all organization of the Department. At the same time I believe the staff functions are now organized and functioning in a way that we may anticipate steady improvement in programming and administration. The Bureau of Agricultural Economics (a staff agency in its general planning work) is cooperating with all agencies in formulating common objectives. The Agricultural Program Board is constantly reviewing all programs for soundness and feasibility. The Directors' offices are providing for departmental coordination of specific functions, policies, and programs. The Administrative Council will henceforth help to improve the efficiency of the Department as a dynamic administrative agency.

The cooperation of all agencies of the Department will be sought by the Administrative Council and this Council will welcome suggestions and recommendations from all members of the Department.

H A Wallace

Secretary.

offices -- Budget and Finance, Personnel, and Land Use Coordination -- devote considerable time to and are by regulation and practice responsible for many phases of organization, administration, and management.

A great many problems, however, are not limited to any one of the fields of work now covered by departmental coordinating offices. They often involve combinations of several or in some cases all such offices. The Administrative Council will provide an orderly and systematic means for consideration of matters involving such joint concern. The Chairman of the Administrative Council is authorized to establish special committees or sub-committees to handle particular problems. Through a special committee on administrative management, for example, we may obtain departmental consideration of proposals and recommendations in that field.

Bureau chiefs may request the services of the Administrative Council; studies will be conducted in cooperation with the bureau, and recommendations will be submitted to the bureau chief. The Secretary will refer problems to the Council from time to time. Studies may also be initiated by the Council itself.

It goes without saying that we should never assume we have achieved perfection in the over-all organization of the Department. At the same time I believe the staff functions are now organized and functioning in a way that we may anticipate steady improvement in programming and administration. The Bureau of Agricultural Economics (a staff agency in its general planning work) is cooperating with all agencies in formulating common objectives. The Agricultural Program Board is constantly reviewing all programs for soundness and feasibility. The Directors' offices are providing for departmental coordination of specific functions, policies, and programs. The Administrative Council will henceforth help to improve the efficiency of the Department as a cumulative administrative agency.

The cooperation of all agencies of the Department will be sought by the Administrative Council and this Council will welcome suggestions and recommendations from all members of the Department.

SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

Miss Reed
Circ. 108 Adm.
Regs 412

Info

September 25, 1940.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES
(Amendment to Memorandum No. 852)

I am hereby constituting an Executive Committee of the Administrative Council of the Department. The members of the Executive Committee will consist of:

Paul H. Appleby, Under Secretary, Chairman
M. S. Eisenhower, Land Use Coordinator
Roy F. Hendrickson, Director of Personnel
W. A. Jump, Budget and Finance

The purpose of this committee is:

1. To give preliminary consideration to the programs of work for the Administrative Council.

2. To dispose of problems not sufficiently important to warrant the attention of the full Council or of such urgency as to make it inexpedient to wait for a full Council meeting.

3. To consider proposals, studies and recommendations relating to administrative management which seem to need Departmental consideration.

The Executive Secretary of the Council, Charles McKinley, will act as Executive officer of the Executive Committee.

The thoughtful suggestions which were contributed by you some months ago in response to the Secretary's request concerning the possibility of administrative improvements and economies in operation are being studied by the Administrative Council. The Council will welcome your continued interest in this subject and will be grateful for suggestions from you at any time which may further the general objectives of its work.

Paul H. Appleby

Chairman, Administrative Council

#1117

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 3, 1941.

MEMORANDUM NO. 852 (SUPPLEMENT 1)

Administrative Council

Move down to Center

This memorandum extends the membership of the Administrative Council to include Mr. T. Roy Reid, Assistant to the Secretary. Mr. Reid is also named as a member of the Executive Committee of the Administrative Council which was established informally.

Claude R. Wickard
Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 3, 1937.

MEMORANDUM NO. 852 (SUPPLEMENT 1)

Administrative Council

This memorandum extends the membership of the Administrative Council to include Mr. T. Roy Reid, Assistant to the Secretary. Mr. Reid is also named as a member of the Executive Committee of the Administrative Council which was established informally.

Secretary.

Files

Ordered No 1567 4/17/41

DEPARTMENT OF AGRICULTURE

WASHINGTON

April 11, 1941.

No. 852, Supl. 2

MEMORANDUM ~~TO THE HEADS OF BUREAUS AND OFFICES~~

~~SUBJECT~~ Establishment of a Sub-committee of the Administrative Council to consider action under the Capper Bill

The Capper bill, S. 650, recently introduced into the Congress, is designed to provide a single focal point for the Department's widespread interest in cooperatives to the end that a coordinated and progressive program in this field may be developed. The bill would establish a Division of Cooperatives in the Department or in one of the bureaus with the following functions: (a) to conduct research in cooperative problems and furnish advisory service to cooperatives; (b) to assemble, compile, and maintain for reference and distribution statistical data relating to cooperative enterprises generally, and as affected by the laws of the United States, the several States, and foreign countries; (c) to disseminate available information and materials for the use and benefit of established cooperatives and cooperative projects; (d) to serve as a source of cooperation and information with respect to the establishment and maintenance of cooperatives by distributing upon request standard forms and outlines for use and reference, especially in connection with organization work or in any manner otherwise helpful to producers and consumers in cooperative buying and selling; and (e) that the facilities, services, and materials provided shall be available alike to producer and consumer cooperatives.

The Administrative Council is now studying the problem of the proper location of these functions. There is hereby established a special Sub-committee of the Council to advise the Council on ways of implementing the aims of the legislation in such a manner that the interests of the several agencies of the Department whose activities carry them into the cooperative field may be best served.

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

April 11, 1941.

Please return to
the Secretary's File Room

852. Supl. 2

~~MEMORANDUM SECRETARY'S OFFICE~~

~~XXXXXX~~ Establishment of a Sub-committee of the Administrative Council to consider action under the Copper Bill

The Copper bill, S. 590, recently introduced into the Congress, is designed to provide a single focal point for the Department's widespread interest in cooperatives to the end that a coordinated and productive program in this field may be developed. The bill would establish a Division of Cooperatives in the Department or in one of the bureaus with the following functions: (a) to conduct research in cooperative problems and furnish advisory service to cooperatives; (b) to assemble, compile, and maintain for reference and distribution statistical data relating to cooperative enterprises generally, and as affected by the laws of the United States, the several States, and foreign countries; (c) to disseminate available information and material for the use and benefit of established cooperatives and cooperative projects; (d) to serve as a source of cooperation and information with respect to the establishment and maintenance of cooperatives by distributing upon request standard forms and outlines for use and reference, especially in connection with organization work or in any manner otherwise helpful to producers and consumers in cooperative buying and selling; and (e) that the facilities, services, and material provided shall be available alike to producer and consumer cooperatives.

The Administrative Council is now studying the problem of the proper location of these functions. There is hereby established a special Sub-committee of the Council to advise the Council on ways of implementing the aims of the legislation in such a manner that the interests of the several agencies of the Department whose activities carry them into the cooperative field may be best served.

The members of the Sub-committee shall be:

C. B. Baldwin, Administrator, Farm Security Administration
Harry Slattery, Administrator, Rural Electrification Administration
Carl B. Robbins, President, Commodity Credit Corporation
Albert G. Black, Governor, Farm Credit Administration
H. R. Tolley, Chief, Bureau of Agricultural Economics
R. M. Evans, Administrator, Agricultural Adjustment Administration
Earl H. Clapp, Acting Chief, Forest Service
M. S. Eisenhower, Land Use Coordinator, Office of Land Use Coordination
Milo R. Perkins, Director of Marketing, (Chairman)

Each member of the Sub-committee may appoint an alternate to serve in his absence.

Paul H. Appleby

Under Secretary

The members of the sub-committee shall be:

C. R. Salmon, Administrator, Farm Security Administration
Harry Slaughter, Administrator, Rural Electrification Administration
Carl R. Robbins, President, Commodity Credit Corporation
Albert G. Black, Governor, Farm Credit Administration
M. L. Toledano, Chief, Bureau of Agricultural Economics
R. M. Evans, Administrator, Agricultural Adjustment Administration
Earl G. Black, Assistant Chief, Forest Service
R. E. Hamburger, Land Use Coordinator, Office of Land Use Coordination
Mills E. Fielding, Director of Marketing, (Chairman)

Each member of the sub-committee may appoint an alternate to serve in his absence.

Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 17, 1941

MEMORANDUM NO. 852 (SUPPLEMENT 3)

Addition to Membership of Sub-Committee of the Administrative Council to consider action under the Capper Bill

The membership of the special sub-committee of the Administrative Council, established by Supplement 2 of Memorandum No. 852, is hereby increased by the addition of Mr. H. M. Dixon to represent the Director of Extension.

Paul H. Appleby
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

May 17, 1941

MEMORANDUM NO. 852 (SUPPLEMENT 3)

Addition to Membership of Sub-Committee
of the Administrative Council to
consider action under the Capper Bill

The membership of the special sub-committee of the Administrative Council, established by Supplement 2 of Memorandum No. 852, is hereby increased by the addition of Mr. H. M. Dixon to represent the Director of Extension.

Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

March 3, 1942

MEMORANDUM No. 852 (Amendment 2)

Revision of the Administrative Council

Recent changes in Departmental organization and the experience of the first year and a half of active life of the Administrative Council indicate the need for some modifications in membership of the Council and in its authority.

The Administrative Council shall have the following members:

Assistant to the Secretary (Mr. Shields), Chairman
The Director of Finance
The Director of Information
The Director of Land Use Coordination
The Director of Personnel

The powers, duties, and relationships of the Council and its Chairman as set forth in Memorandum 852 are continued, except that requests for Council services on behalf of bureaus under the direction of any of the eight group administrators, as established in Memorandum 960, shall be made by the appropriate Administrator.

Whenever suitable staff and other necessary arrangements can be made, the Council may assume the duty of keeping current the Department Regulations and shall then relieve the Office of Budget and Finance of the responsibility for editing, coordinating, indexing, and clearing all proposed amendments to the Regulations and for acting as custodian of the master set of Regulations. Duties relating to the review of forms and paper conservation entrusted to the Executive Secretary to the Council by Memoranda No.'s 976 and 982 are continued.

Claude R. Wickard

Secretary

Index Entries:

ORGANIZATION

Administrative Council, Changes in Membership of

Reg 770

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 3, 1942.

MEMORANDUM NO. 852 (Amendment 3)

Abolishing the Executive Committee of the Administrative Council

I am hereby abolishing the Executive Committee of the Administrative Council. The reduced size of the Council as established by the Second Amendment to Memorandum 852 makes it possible to discontinue for the present an Executive Committee.

Robert H. Shields
Chairman, Administrative Council

Index Entries:

COMMITTEES

Committee, Executive of the Administrative Council, Abolishment of
Administrative Council, abolishing Executive Committee of
Executive Committee of Administrative Council, abolishment of

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 3, 1942.

MEMORANDUM NO. 852 (Amendment 3)

Abolishing the Executive Committee of the Administrative Council

I am hereby abolishing the Executive Committee of the Administrative Council. The reduced size of the Council as established by the Second Amendment to Memorandum 852 makes it possible to discontinue for the present an Executive Committee.

Robert H. Shields
Chairman, Administrative Council

Index Entries:

COMMITTEES

Committee, Executive of the Administrative Council, Abolishment of
Administrative Council, abolishing Executive Committee of
Executive Committee of Administrative Council, abolishment of

Reg. 2642
4-21-42

File

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 20, 1942

MEMORANDUM NO. 852 (Amendment 4)

Change in Chairmanship of the Administrative Council

I am hereby designating Samuel B. Bledsoe, Assistant to the Secretary, as Chairman of the Administrative Council, succeeding Robert H. Shields, formerly Assistant to the Secretary, who is now Solicitor of the Department of Agriculture.

Claude R. Wickard
Secretary

ORGANIZATION
Administrative Council, Change in Chairmanship of

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

April 20, 1942

MEMORANDUM No. 852 (Amendment 4)

Change in Chairmanship of the Administrative Council

I am hereby designating Samuel H. Bledsoe, Assistant to the Secretary, as Chairman of the Administrative Council, succeeding Robert M. Whitside, formerly Assistant to the Secretary, who is now Solicitor of the Department of Agriculture.

Secretary

CODIFICATION

Administrative Council. Change in Chairmanship.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Reputation No. 1032 (Sec) August 11, 1942

August 11, 1942

MEMORANDUM NO. 852, AMENDMENT 5

Addition to Membership of the Administrative Council

The membership of the Administrative Council is hereby extended to include Mr. Arthur B. Thatcher, Chief, Office of Plant and Operations.

Claude R. Wickard

Secretary

ORGANIZATION
Administrative Council, Addition to Membership
Membership, Administrative Council, Addition to

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 11, 1942

MEMORANDUM NO. 832, AMENDMENT 5

Addition to membership of the Administrative Council

The membership of the Administrative Council is hereby extended to include Mr. Arthur S. Thatcher, Chief, Office of Plant and Operations.

Secretary

ORIGINATED
Administrative Council. Addition to membership
membership. Administrative Council. Addition to

Committees

Chiefs of Bureaus

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Ordered #1080 3/6/40

Files

February 27, 1940

MEMORANDUM NO. 853

Tennessee Valley Authority Coordinating Committee

Mr. M. S. Eisenhower, Director of the Office of Land Use Coordination, is hereby designated to represent this Department on the Tennessee Valley Authority Coordinating Committee, to succeed Mr. C. W. Warburton, who resigned from the Committee when he transferred recently to the Farm Credit Administration.

H A Wallace

Secretary

Committees 4

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 27, 1940

MEMORANDUM NO. 422

Tennessee Valley Authority Coordinating Committee

Mr. M. S. Eisenhower, Director of the Office of Land Use Coordination, is hereby designated to represent this Department on the Tennessee Valley Authority Coordinating Committee, to succeed Mr. C. W. Warburton, who resigned from the Committee when he transferred recently to the Farm Credit Administration.

Secretary

FARM CREDIT ADMINISTRATION
WASHINGTON, D.C.

C. W. WARBURTON
DEPUTY GOVERNOR

Answ Copy to Eisenhower

February 24, 1940

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

On January 31, just before my transfer to the Farm Credit Administration, I sent you a memorandum resigning from the various committees to which I had been appointed as Director of Extension Work. Among these was the TVA Coordinating Committee, which was made up of Dean T. P. Cooper of Kentucky, representing the Land-Grant colleges; Mr. J. C. McAmis, representing the TVA; and me, representing the Department. I now have a letter from Dean Cooper, chairman of the committee, stating that the semi-annual meeting of the committee with the experiment station and extension directors from the several States will be held on April 2.

I am writing now to suggest that, if someone else is to represent the Department on this important committee, it would be desirable to make the appointment soon so that the Department representative could plan to attend the meeting on April 2.

Respectfully,

C. W. Warburton

C. W. Warburton
Deputy Governor

FARM CREDIT ADMINISTRATION

WASHINGTON, D.C.

February 24, 1940

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

On January 31, just before my transfer to the Farm Credit Administration, I sent you a memorandum resigning from the various committees to which I had been appointed as Director of Extension Work. Among these was the TVA Coordinating Committee, which was made up of Dean T. I. Cooper of Tennessee, representing the Land-Grant colleges; Mr. A. E. Dolmis, representing the TVA; and me, representing the Department. I now have a letter from Dean Cooper, chairman of the committee, stating that the semi-annual meeting of the committee with the experiment station and extension directors from the several States will be held on April 2.

I am writing now to suggest that, if someone else is to represent the Department on this important committee, it would be desirable to make the appointment soon so that the Department representative could plan to attend the meeting on April 2.

Respectfully,

C. W. Warburton
Deputy Governor

Files

Chief of Bureau

Ordered

FILE

★ MAR 28 1940

Please return to the Secretary's File Room

MEMORANDUM NO. 854

(Amending Memorandum No. 756, as amended and supplemented)

Memorandum No. 756, dated May 19, 1938, as amended by Memorandum No. 794, dated October 31, 1938, and by Memorandum No. 832, dated July 11, 1939, and as supplemented by paragraph numbered 1 of Memorandum No. 785, dated October 6, 1938, is further amended as follows:

1. Amend paragraph numbered 1 of the itemized list of the functions delegated by the Secretary in connection with the administration of the Land Conservation and Land Utilization Program under Title III and related sections of the Bankhead-Jones Farm Tenant Act, to read as follows:

> "1. Exercise options to purchase, and execute easements, leases, licenses, and other forms of contracts for the acquisition of real property or any interest therein, subject to any reservations or exceptions which will not interfere with the use of the property for the purposes of the project, as approved, and adjust and modify the terms of such contracts, including contracts resulting from the exercise of options, as circumstances may require."

2. Amend paragraph numbered 7 of the itemized statement of the authority reserved by the Secretary, to read as follows:

> "7. To compromise claims and obligations arising under, and adjust and modify the terms of leases, contracts, and agreements entered into as circumstances may require, except as otherwise specifically indicated in the first paragraph, numbered 1, above."

Done at Washington, D. C., this 15th day of March, 1940.
Witness my hand and the seal of the Department of Agriculture.

H A Wallace
Secretary of Agriculture.

Land 9

MEMORANDUM NO. 854

(Amending Memorandum No. 786,
as amended and supplemented)

Memorandum No. 786, dated May 19, 1938, as amended by Memorandum No. 794, dated October 31, 1938, and by Memorandum No. 882, dated July 11, 1939, and as supplemented by paragraph numbered 1 of Memorandum No. 786, dated October 6, 1938, is further amended as follows:

1. Amend paragraph numbered 1 of the itemized list of the functions delegated by the Secretary in connection with the administration of the Land Conservation and Land Utilization Program under Title III and related sections of the Bankhead-Jones Farm Tenant Act, to read as follows:

"1. Exercise options to purchase, and execute assignments, leases, licenses, and other forms of contracts for the acquisition of real property or any interest therein, subject to any reservations or exceptions which will not interfere with the use of the property for the purposes of the project, as approved, and adjust and modify the terms of such contracts, including contracts resulting from the exercise of options, as circumstances may require."

2. Amend paragraph numbered 7 of the itemized statement of the authority reserved by the Secretary, to read as follows:

"7. To compromise claims and obligations arising under, and adjust and modify the terms of leases, contracts, and agreements entered into as circumstances may require, except as otherwise specifically indicated in the first paragraph, numbered 1, above."

Done at Washington, D. C., this 15th day of March, 1940.
Witness my hand and the seal of the Department of Agriculture.

Secretary of Agriculture.

Ordered 1123 3/19/40

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 19, 1940.

MEMORANDUM NO. 855

Discontinuation of Freight Rate and Routing Service By the Procurement Division.

Because of the emergency situation created by the sudden termination of freight rate and routing service heretofore furnished by the Procurement Division, Treasury Department, it becomes necessary to modify, as hereinafter provided, Department of Agriculture Regulation No. 3324, subparagraph 7. Pending the establishment of adequate departmental traffic facilities, the following emergency procedures will become effective immediately:

1. To avoid dissipation of the Department's limited traffic resources on minor transactions, invitations for bids issued from Washington or a point in the field which it is believed will involve the movement of not more than 5,000 pounds of freight may call for destination prices only.

2. Invitations for bids issued in Washington or the field involving movement of freight estimated to exceed 5,000 pounds in weight shall conform with the present practice of soliciting prices both at shipping point and destination. In these instances, freight rates will be furnished by the Division of Purchase, Sales and Traffic of the Office of Budget and Finance, upon request in the customary manner.

3. Less carload rail freight or express shipments moving on a Government bill of lading may be made without detailed routing instructions, but the bill of lading must show the name of the initial carrier and bear in the space provided for route orders the notation "Forward via lowest reasonable available route."

   When a substantial interest of the Department can be subserved thereby, routing instructions will be furnished by the Division of Purchase, Sales and Traffic, to cover carload, or water, or rail-water shipments.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 19, 1940

MEMORANDUM NO. 859

Discontinuation of Freight Rate and Routing Service By the Procurement Division.

Because of the emergency situation created by the sudden termination of freight rate and routing service heretofore furnished by the Procurement Division, Treasury Department, it becomes necessary to modify, as hereinafter provided, Department of Agriculture Regulation No. 5524, subparagraph 7. Pending the establishment of adequate departmental traffic facilities, the following emergency procedures will become effective immediately:

1. To avoid disruption of the Department's limited traffic resources on minor transactions, invitations for bids issued from Washington or a point in the field which it is believed will involve the movement of not more than 5,000 pounds of freight may call for destination point only.

2. Invitations for bids issued in Washington or the field involving movement of freight estimated to exceed 5,000 pounds in weight shall conform with the present practice of soliciting prices both at shipping point and destination. In these instances, freight rates will be furnished by the Division of Purchase, Sales and Traffic of the Office of Budget and Finance, upon request in the customary manner.

3. Less carload rail freight or express shipments moving on a Government bill of lading may be made without detailed routing instructions, but the bill of lading must show the name of the initial carrier and bear in the space provided for route orders the notation "Forward via lowest reasonable available route."

When a substantial interest of the Department can be subserved thereby, routing instructions will be furnished by the Division of Purchase, Sales and Traffic, to cover carload, or water, or rail-water shipments.

For further information concerning the effectuation of these emergency procedures, please communicate with the Chief, Division of Purchase, Sales and Traffic, Room 1870 South Building, telephone branch 6200.

This document modifies the requirements contained in Department Regulation No. 3324. Employees maintaining copies of the Regulations should record this memorandum by an appropriate cross reference notation in their Regulations.

H A Wallace

Secretary.

For further information concerning the effectuation of these emergency procedures, please communicate with the Chief, Division of Patrolmen, Sales and Traffic, Room 1870 South Building, Telephone Branch 6200.

This document modifies the requirements contained in Department Regulation No. 3324. Employees maintaining copies of the Regulations should record this memorandum by an appropriate cross reference notation in their Regulations.

Secretary.

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

3/15
....., 193

Sec. Files

Mr. Appleby

This is the proposed instruction I mentioned this a.m. I have discussed with Solicitor & Moise & have necessary initials.

As change takes place to-morrow we are very anxious to have it approved

Han

Sec. Files

Please advise me when this is signed.

OK
JE

Han

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

..... 193

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 23, 1941.

MEMORANDUM NO. 855, Supplement 1

DISCONTINUANCE OF LAND GRANT FREIGHT RATES AND ITS EFFECT ON BID PROCEDURES.

Section 321, Title III, Part II, of the Transportation Act of 1940, restricts application of land grant freight rates to transportation of "military or naval property of the United States moving for military or naval and not for civil use." It also authorizes land grant rail carriers to charge full commercial freight rates for all other Government shipments, provided such rail carriers have filed releases of any claim against the Government to lands or pertaining to lands. From time to time releases filed by the carriers and approved by the Secretary of the Interior were announced in Budget and Finance circulars, and on April 16, 1941, the Secretary of the Interior approved the release filed by the Northern Pacific Railroad Company, thus completing the approval of all applications for land grant releases on all the land grant railroads throughout the United States.

The long required practice of soliciting bids on a dual delivery basis (i.e., f.o.b. shipping point and delivered destination) was for the purpose of saving for the Government the difference between commercial freight rates and the lower land grant freight rates; however, since land grant freight rates no longer apply to Government shipments for civil uses, the Department's bid procedures are modified as follows:

(1). Secretary's Memorandum No. 855, dated March 19, 1940, is hereby rescinded and concurrently superseded by this memorandum, which likewise modifies Department Regulation No. 3324, paragraph 7.

(2). Invitations for bids for supplies, materials, and equipment, excepting those intended to develop shipping point prices for purposes of letting term contracts, will hereafter call for prices f.o.b. destination only, regardless of commodity or weight, provided no special rates have been made available to the Government.

DEPARTMENT OF AGRICULTURE

WASHINGTON

June 23, 1941.

MEMORANDUM NO. 855, Supplement 1

FILED

DISCONTINUANCE OF LAND GRANT FREIGHT RATES
AND ITS EFFECT ON BID PROCEDURES.

Section 321, Title III, Part II, of the Transportation Act of 1940, restricts application of land grant freight rates to transportation of "military or naval property of the United States moving for military or naval and not for civil use." It also authorizes land grant railroads in charge full commercial freight rates for all other Government shipments, provided such railroads have filed releases of any claim against the Government to lands or pertaining to lands. From time to time releases filed by the carriers and approved by the Secretary of the Interior were announced in Budget and Finance circulars, and on April 16, 1941, the Secretary of the Interior approved the release filed by the Northern Pacific Railroad Company, thus completing the approval of all applications for land grant releases on all the land grant railroads throughout the United States.

The long required practice of soliciting bids on a dual delivery basis (i.e., f.o.b. shipping point and delivered destination) was for the purpose of saving for the Government the difference between commercial freight rates and the lower land grant freight rates; however, since land grant freight rates no longer apply to Government shipments for civil use, the Department's bid procedures are modified as follows:

(1). Secretary's Memorandum No. 855, dated March 19, 1940, is hereby rescinded and concurrently superseded by this memorandum, which likewise modifies Department Regulation No. 3254, paragraph 7.

(2). Invitations for bids for supplies, materials, and equipment, excepting those intended to develop shipping point prices for purposes of letting term contracts, will hereafter call for prices f.o.b. destination only, regardless of commodity or weight, provided no special rates have been made available to the Government.

(3). In the event special rates are available for general application to Government shipments for civil use from the shipping point of any bidder, or if for any other reason it appears advantageous to use a Government bill of lading for consolidation of shipments or shipment by water or motor truck, the invitation for bids should contain the following reservation:

> "The Department of Agriculture reserves the right to make shipment on a Government bill of lading or otherwise provide transportation, in which event there will be deducted from the bidder's destination price the cost of all rail freight from the shipping point or points to the destination or destinations stated in the schedule for the actual shipping weight, unless other rates and the amount of the freight, which the bidder agrees may be deducted, are specifically stated by the bidder in his bid."

In those instances where special rates are available for general application from the shipping point of any bidder, the following provision for offers to equalize savings in transportation costs should also be used.

> "Bidders should indicate here whether they will agree to equalize the savings in transportation costs through availability of special rates for general application to Government shipments for civil use from the shipping point of any bidder.
>
> Yes_____ No_____"

Although special freight privileges in the form of land grant deductions are no longer applicable to civil Government shipments, carriers may still offer special rates under Section 22 of the Interstate Commerce Act, which suggests that proposed single movements of unusually large tonnage, especially in the higher freight classifications, should be reported to the Chief, Division of Purchase, Sales, and Traffic for advance consideration. Repetitive carload shipments exceeding 25 cars in a year should likewise be reported for consideration from the standpoint of developing commodity or other forms of preferential rates for such shipments.

For further information concerning these changes, please communicate with the Chief, Division of Purchase, Sales, and Traffic, Room 1870 South Building Telephone Branch 6200.

Paul H. Appleby

Under Secretary.

(3). In the event special rates are available for general application to Government shipments for civil use from the shipping point of any bidder, or if for any other reason it appears advantageous to use a Government bill of lading for consolidation of shipments or shipment by water or motor truck, the invitation for bids should contain the following reservation:

"The Department of Agriculture reserves the right to make shipment on a Government bill of lading or otherwise provide transportation, in which event there will be deducted from the bidder's destination price the cost of all rail freight from the shipping point or points to the destination or destinations stated in the schedule for the actual shipping weight, unless other rates and the amount of the freight, which the bidder agrees may be deducted, are specifically stated by the bidder in his bid."

In those instances where special rates are available for general application from the shipping point of any bidder, the following provision for offers to capitalize savings in transportation costs should also be used.

"Bidders should indicate here whether they will agree to capitalize the savings in transportation costs through availability of special rates for general application to Government shipments for civil use from the shipping point of any bidder.

Yes_____ No_____"

Although special freight privileges in the form of land grant deductions are no longer applicable to civil Government shipments, carriers may still offer special rates under Section 22 of the Interstate Commerce Act, which suggests that proposed single movements of unusually large tonnage, especially in the higher freight classifications, should be reported to the Chief, Division of Purchase, Sales, and Traffic for advance consideration. Competitive carload shipments exceeding 25 cars in a year should likewise be reported for consideration from the standpoint of developing commodity or other forms of preferential rates for such shipments.

For further information concerning these changes, please communicate with the Chief, Division of Purchase, Sales, and Traffic, Room 1870 South Building Telephone Ermont 8200.

Under Secretary

Files

Chiefs of Bureaus

Ordered SO 1130 3/20/40

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 19, 1940.

MEMORANDUM NO. 856

Department Committee on Rural Human Welfare

It is desirable that the Department's programs be reexamined as a whole to determine whether they are making their maximum potential contribution in terms of rural human welfare. I am anxious that a reexamination be made which will take particular account of those groups of rural people who are finding it increasingly difficult or impossible to establish and maintain themselves on the land.

Such a reexamination will involve analysis of such factors as the long-time trends of farm population growth, the impact of agricultural technology, the present and prospective status of various rural groups, together with an evaluation of the objectives and methods of Department programs as they relate to rural human welfare. Close attention should also be given to the activities, objectives and methods of other public agencies in the same or kindred fields.

To conduct this reexamination and to make recommendations to me, I am establishing herewith a Department Committee on Rural Human Welfare with Mr. Claude R. Wickard, Under Secretary, as chairman, with other members as follows:

W. W. Alexander
Paul H. Appleby
C. B. Baldwin
Louis H. Bean
A. G. Black
Milton S. Eisenhower
R. M. Evans
Mordecai Ezekiel
John R. Fleming
Roy F. Hendrickson
Grover Hill
J. B. Hutson
Ray Smith
H. R. Tolley
M. L. Wilson

H A Wallace

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

March 19, 1940.

MEMORANDUM No. 856

Department Committee on Rural Human Welfare

It is desirable that the Department's programs be reexamined as a whole to determine whether they are making their maximum potential contribution in terms of rural human welfare. I am anxious that a reexamination be made which will take particular account of those groups of rural people who are finding it increasingly difficult or impossible to establish and maintain themselves on the land.

Such a reexamination will involve analysis of such factors as the long-time trends of farm population growth, the impact of agricultural technology, the present and prospective status of various rural groups, together with an evaluation of the objectives and methods of Department programs as they relate to rural human welfare. Close attention should also be given to the activities, objectives and methods of other public agencies in the same or kindred fields.

To conduct this reexamination and to make recommendations to me, I am establishing herewith a Department Committee on Rural Human Welfare with Mr. Grover B. Hilleary, Under Secretary, as chairman, with other members as follows:

M. S. Alexander
Paul H. Appleby
C. R. Baldwin
Louis H. Bean
A. G. Black
Milton S. Eisenhower
R. M. Evans
Mordecai Ezekiel
John A. Fleming
Roy F. Hendrickson
Grover Hill
J. B. Hutson
Guy Smith
H. R. Tolley
M. L. Wilson

Secretary

Files

Ordered
No 149
3/27/40
(R)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 16, 1940.

MEMORANDUM NO. 857

Termination of Inactive and Defunct Committees

There follow two lists of committees, the first being composed of interbureau committees of the Department of Agriculture, the second consisting of interdepartmental or joint committees on which this Department is represented.

These committees have either completed their work, or have for a number of reasons become inactive. For the purpose of clearing the records, the departmental committees listed hereunder, and the memberships of our representatives upon the interdepartmental and joint committees listed are hereby declared to be terminated.

H A Wallace

Secretary.

Committees 8

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

March 15, 1945

MEMORANDUM NO. 857

Termination of Inactive and
Defunct Committees

There follow two lists of committees, the first being composed of Interbureau committees of the Department of Agriculture, the second consisting of interdepartmental or joint committees on which this Department is represented.

These committees have either completed their work, or have for a number of reasons become inactive. For the purpose of clearing the records, the departmental committees listed hereunder, and the membership of our representatives upon the interdepartmental and joint committees listed are hereby declared to be terminated.

Secretary.

COMMITTEES OF THE DEPARTMENT OF AGRICULTURE

Committees Terminated by Secretary's Memorandum 857

Number	Subject	Name of Committee	Established	Last Meeting Held
1.	AAA	General AAA Education Committee	January, 1938	April, 1939
		The following Subcommittees of the above are also to be terminated:		
1-a		Subcommittee on Committeemen Education	June, 1938	August, 1938
1-b		Subcommittee on "Outside" Group Education		
1-c		Subcommittee on Materials and Distribution		
1-d		Coordination of Marketing and Conservation Education.		
1-e		Presentation of 1939 AAA Farm Program	June, 1938	August, 1938
2.	AAA	Interbureau Coordinating Committee on AAA Problems	5-3-39	6-21-39
3.	Administrative promotions	Committee on Administrative Promotion Policy (also known as Administrative Promotion Committee)	2-15-39	3-2-39
4.	Agricultural by-products	Agricultural By-products Committee	3-25-35	?
5.	Alfalfa	Interbureau Committee on Alfalfa and Red Clover Seed	12-22-36	1938
6.	Alimentary tract	Committee on Review of a New Method of Treatment of Diseases and Conditions of the Alimentary Tract	12-4-35	3-16-36
7.	Anti-trust suits	Departmental Anti-trust Suits Committee	9-17-38	12-7-38
8.	Atlas	Committee on Atlas of American Agriculture	11-18-35	1936

COMMITTEES OF THE DEPARTMENT OF AGRICULTURE

Committees Terminated by Secretary's Memorandum 857

Number	Subject	Name of Committee	Established	Last Meeting Held
1.	AAA	General AAA Education Committee	January, 1938	April, 1939
		The following Subcommittees of the above are also to be terminated:		
1-a		Subcommittee on Committeemen Education	June, 1938	August, 1938
1-b		Subcommittee on "Outside" Group Education		
1-c		Subcommittee on Materials and Distribution		
1-d		Coordination of Marketing and Conservation Education.		
1-e		Presentation of 1939 AAA Farm Program	June, 1938	August, 1938
2.	AAA	Interbureau Coordinating Committee on AAA Problems	5-3-39	6-21-39
3.	Administrative promotions	Committee on Administrative Promotion Policy (also known as Administrative Promotion Committee)	2-15-39	3-2-39
4.	Agricultural by-products	Agricultural By-products Committee	3-23-39	?
5.	Alfalfa	Interbureau Committee on Alfalfa and Red Clover Seed	12-22-36	1938
6.	Alimentary tract	Committee on Review of a New Method of Treatment of Diseases and Conditions of the Alimentary Tract	12-4-35	3-10-36
7.	Anti-trust suits	Departmental Anti-trust Suits Committee	9-17-38	12-7-38
8.	Atlas	Committee on Atlas of American Agriculture	11-18-35	1936

Number	Subject	Name of Committee	Established	Last Meeting Held
9.	Bankhead Cotton Act	Committee on Bankhead Cotton Act, 1934, (Allocation of research funds)	6-26-34	About 1935
10.	Census	Census Advisory Committee (1940 Census)	2-4-37	May, 1937
11.	Codification	Codification Committee	12-1-37	5-10-38
12.	Com. Credit Corp.	Com. Credit Corp. consolidation with Department (Liaison officers)	6-1-39	Never met as a group
13.	Conservation	Interbureau Coordinating Committee on Conservation	10-27-39	11-20-39
		The following subcommittees of this committee are also to be terminated:		
13-a		Subcommittee on Tenancy and Leasing		1-3-40
13-b		Subcommittee on Rural Conservation Works Program-		1-3-40
		The following subcommittees of this committee are not to be terminated:		
13-c		Subcommittee on Range Problems		
13-d		Subcommittee on "What state or local governments can do".		
14.	Coordination	Committee on Departmental Coordination (This Committee has been superseded by the Administrative Council of the Department)-	12-3-36	
14-a		Special Subcommittee of Committee on Departmental Coordination (This Committee was charged with working out plans for the coordination of the various agencies in the Department. It should not be confused with another Committee of the same name which has to do with taxes--Number 61, below.)	1937	June, 1938
15.	Cotton	Cotton Research Coordinating Committee	1929	1933
16.	Cotton	Cotton Research Committee	7-3-34	?

Number	Subject	Name of Committee	Established	Last Meeting Held
0.	Bankhead Cotton Act	Committee on Bankhead Cotton Act, 1934. (Allocation of research funds)	6-26-34	About 1935
0.	Census	Census Advisory Committee (1940 Census)	2-1-37	May, 1937
1.	Codification	Codification Committee	12-1-37	5-10-38
2.	Com. Credit Corp.	Com. Credit Corp. consultation with Department (Liaison officers)	6-1-39	Never met as a group
3.	Conservation	Interbureau Coordinating Committee on Conservation	10-27-39	11-20-39
		The following subcommittees of this committee are also to be terminated:		
3-a		Subcommittee on Tenancy and Leasing		1-3-40
3-b		Subcommittee on Rural Conservation Work Program-		1-3-40
		The following subcommittees of this committee are not to be terminated:		
3-c		Subcommittee on Range Problems		
3-d		Subcommittee on "What state or local governments can do".		
4.	Coordination	Committee on Departmental Coordination (This Committee has been superseded by the Administrative Council of the Department)-	12-3-36	
4-a		Special Subcommittee of Committee on Departmental Coordination (This committee was charged with working out plans for the coordination of the various agencies in the Department. It should not be confused with another Committee of the same name which has to do with taxes--Number 61. below.)	1937	June, 1938
5.	Cotton	Cotton Research Coordinating Committee	1929	1933
6.	Cotton	Cotton Research Committee	7-3-34	?

Number	Subject	Name of Committee	Established	Last Meeting Held
17.	Cotton	Technological Research on Cotton Committee	3-16-38	
18.	Credit	Agricultural Commodity Credit and Farm Storage Committee	10-23-34	4-17-35
19.	Crop estimates	Committee on Crop Estimates	5-23-35	6- -1935
20.	Crop Insurance Corp.	Federal Crop Insurance Corp. Study Committee	7-11-39	10-25-39
21.	Democracy lectures	Committee on Publication of Lectures on Democracy	April,1938	1938 (?)
22.	Electricity	Committee on the Use of Electricity on the Farm	6-30-39	8-16-39
23.	Everglades	Everglades Committee (Not to be confused with the "Florida Everglades Committee" which was established 8-16-39 and is not to be terminated	7-2-36	1937
24.	Farm and Home Hour	Committee on Materials for Farm and Home Hour Radio Program, W.B. Committee	2-25-37	
25.	Farm housing	Committee on Farm Housing Surveys	November, 1938	
26.	Fats and oils	Fats and Oils Committee	July, 1939	8-21-39
27.	Films	Film Strips Committee	6-16-38	8-9-38
28.	History of science	History of Science Committee	5-24-39	6-27-39
29.	In-service training	Department In-service Training Committee	7-25-38	11-30-38
		The following Subcommittees of this committee are also to be terminated		
29-a		Subcommittee on Training in Administration and Supervision		April, 1939
29-b		Subcommittee on Professional, Scientific, and Technical Training		
29-c		Subcommittee on Manual and Office Skills	July, 1938	November, 1938

Number	Subject	Name of Committee	Established	Last Meeting Held
1.	Cotton	Technological Research on Cotton Committee	3-16-38	
2.	Credit	Agricultural Commodity Credit and Farm Storage Committee	10-23-38	1-17-39
3.	Crop estimates	Committee on Crop Estimates	5-23-39	6- -1939
4.	Crop Insurance Corp.	Federal Crop Insurance Corp. Study Committee	7-11-39	10-23-39
5.	Democracy lectures	Committee on Publication of Lectures on Democracy	April,1938	1938 (?)
6.	Electricity	Committee on the Use of Electricity on the Farm	6-30-39	8-16-39
7.	Everglades	Everglades Committee (Not to be confused with the "Florida Everglades Committee" which was established 8-16-39 and is not to be terminated	7-2-36	1937
8.	Farm and Home Hour	Committee on Materials for Farm and Home Hour Radio Program, W.S. Committee	2-23-37	
9.	Farm housing	Committee on Farm Housing Surveys	November, 1938	
10.	Fats and oils	Fats and Oils Committee	July, 1939	8-21-39
11.	Films	Film Strips Committee	6-16-38	8-9-38
12.	History of science	History of Science Committee	5-24-39	6-27-39
13.	In-service training	Department In-service Training Committee	7-25-38	11-30-38
		The following subcommittees of this committee are also to be terminated		
13-a		Subcommittee on Training in Administration and Supervision		April, 1939
13-b		Subcommittee on Professional, Scientific, and Technical Training		
		Subcommittee on Manual and Office Skills	July, 1938	November, 1938

Number	Subject	Name of Committee	Established	Last Meeting Held
29-d		Subcommittee on Post-Entry Education	7-29-38	8-23-38
29-e		Subcommittee on Pre-Entry Education	8-1-38	10-11-38
30.	Land Use	Land Use Adjustment Projects Committee	December, 1937	
31.	Leave	Committee on Leave Regulations	9-24-36	1936(?)
32.	Liaison	Joint Committee for SCS and BAE	7-15-38	4-19-39
33.	Live stock	Live Stock Loan Inspector License Committee	February, 1924	1929
34.	Marketing	Committee on Marketing Agreements	4-16-35	
35.	Meats	Committee on Palatability of Meats in relation to Commercial Grades (also known as Committee on Commercial Grades and Quality of Meats)	July, 1936	November, 1939
36.	Mediterranean fruit fly	Mediterranean Fruit Fly Board	7-5-38	3-15-39
37.	Memorandum of understanding	Committee for developing Memorandum of Understanding between FS and SCS	9-28-36	
38.	Monopoly	Department Monopoly Committee	7-12-38	4-20-39
39.	Mortgages	Committee on Farm Mortgage Debt	3-30-36	May, 1936
40.	Peanuts	Outlook Committee on Peanuts (Work taken over by Fats and Oils Committee)	1923	1938
41.	Pecans	Committee on Pecans	1929	"6 or 7 years ago"
42.	Phosphates	Committee on Phosphates	8-29-36	
43.	Plants	Committee on Policy Governing Making Lists of Plants of Value to Wild Life	7-18-36	1936 or 37
44.	Pork	Committees on Methods for Dressing, Preserving and Utilizing Pork by Farmers	March, 1934	November, 1936
45.	Potash	Joint Committee on Potash Resources, (with Associations of Land Grant Colleges.)	12-27-37	November, 1939

Subject	Name of Committee	Established	Last Meeting Held
	Subcommittee on Post-Entry Education	7-29-38	8-25-38
	Subcommittee on Pre-Entry Education	8-1-38	10-11-38
and Use	Land Use Adjustment Projects Committee	December, 1937	
eave	Committee on Leave Regulations	9-24-36	1936(?)
iaison	Joint Committee for SCS and BAE	7-15-38	4-19-39
ive stock	Live Stock Loan Inspector Licenses Committee	February, 1934	1929
arketing	Committee on Marketing Agreements	4-16-35	
eats	Committee on Relatability of Meats in relation to Commercial Grades (also known as Committee on Commercial Grades and Quality of Meats)	July, 1936	November, 1939
editerranean Fruit Fly	Mediterranean Fruit Fly Board	7-5-38	3-15-39
emorandum of understanding	Committee for developing Memorandum of Understanding between FS and SCS	9-28-36	
onopoly	Department Monopoly Committee	7-12-38	4-20-39
ortgages	Committee on Farm Mortgage Debt	3-30-36	May, 1936
eanuts	Outlook Committee on Peanuts (Work taken over by Fats and Oils Committee)	1923	1938
ecans	Committee on Pecans	1929	"6 or 7 years ago"
ioxphates	Committee on Phosphates	8-29-36	
lants	Committee on Policy Governing Making Lists of Plants of Value to Wild Life	7-18-36	1936 or 37
ork	Committee on Methods for dressing, Pre-serving and Utilizing Pork by Farmers	March, 1934	November, 1936
otash	Joint Committee on Potash Resources, (with Associations of Land Grant Colleges.)	12-27-37	November, 1939

Number	Subject	Name of Committee	Established	Last Meeting Held
46.	Poultry	Poultry Marketing Research Committee, (also known as Poultry Unit Research and Marketing Agreements Committee)	4-16-36	August, 1938
47.	Prices	Committee on Price Fixing	July, 1938	Never Met
48.	Processing of farm products	Committee on Methods of Processing of Farm Products, (Technological Developments of Agriculture, Agricultural Program Board)	4-5-39	December 1939
49.	Purchasing power	Committee on Purchasing Power Parity for General Crops	7-24-35	3-10-37
50.	Qualifications	Committee on Preparation of Punch Cards for Personnel Qualifications	3-28-38-	June, 1938
51.	Research workers	Committee on Research Workers	1-31-36	10-21-37
52.	REA	Departmental Committee on REA	5-22-39	
53.	Scientific and technical publications	Advisory Committee on Scientific and Technical Publications	8-9-34	1938(?)
54.	Selenium	Selenium Committee	April, 1931	
54-a		Subcommittee on Selenium	3-12-37	
55.	Smelter Fumes	Smelter Fumes Committee	1929	
56.	Soil	Committee on the Effect of Soil on the Biological Value of Dietary and Medicinal Plants (Also known as the Dietary Committee)	5-7-35	March, 1936
57.	SCS	SCS Review Committee	May, 1937	
58.	Space	Committee on Space Assignments ("Subcommittee on Space" is not to be terminated until its report has been made)	5-17-34	1939
59.	Statistics	Bureau Statistical Committee (BAE)	1-31-36	November 1938

Number	Subject	Name of Committee	Established	Last Meeting Held
46.	Poultry	Poultry Marketing Research Committee, (also known as Poultry Unit Research and Marketing Agreements Committee)	4-16-36	August,
47.	Prices	Committee on Price Fixing	July, 1938	Never Me
48.	Processing of farm products	Committee on Methods of Processing of Farm Products, (Technological Developments of Agriculture, Agricultural Program Board)	4-5-39	December 1939
49.	Purchasing power	Committee on Purchasing Power Parity for General Crops	7-24-35	3-10-37
50.	Qualifications	Committee on Preparation of Punch Cards for Personnel Qualifications	3-28-38-	June, 19
51.	Research workers	Committee on Research Workers	1-31-36	10-21-37
52.	REA	Departmental Committee on REA	5-22-39	
53.	Scientific and technical publications	Advisory Committee on Scientific and Technical Publications	8-9-34	1938(?)
54.	Selenium	Selenium Committee	April, 1931	
54-a		Subcommittee on Selenium	3-10-37	
55.	Smelter Fumes	Smelter Fumes Committee	1929	
56.	Soil	Committee on the Effect of Soil on the Biological Value of Dietary and Medicinal Plants (Also known as the Dietary Committee)	5-7-35	March, 1
57.	SCS	SCS Review Committee	May, 1937	
58.	Space	Committee on Space Assignments ("Subcommittee on Space" is not to be terminated until its report has been made)	5-17-34	1939
59.	Statistics	Bureau Statistical Committee (BAE)	1-31-36	November 1938

Number	Subject	Name of Committee	Established	Last Meeting Held
60.	Surplus	Surplus Marketing Plans Committee (Also known as Two-Price System Committee)	10-27-38	1-11-39
61.	Taxes	Special Subcommittee, Committee on Departmental Coordination	1-11-39	
62.	Textiles	Textile Committee	March, 1928	1929
63.	Tropics	Committee on Latin America	2-10-38	3-18-38
64.	Two-Budget System	Federal Two-Budget System Subcommittee (Committee on departmental coordination)	1-7-39	January 1939
65.	Uniform project	Uniform Project System Committee	1-27-35	1937
66.	Vitamins	Committee on Vitamin Research	11-5-35	1-10-36
67.	Wool	Department Technical Wool Committee	March, 1928	1932
68.	Yearbook	Committee on Nutrition - 1939 Yearbook of Agriculture	10-28-37	1939
69.	Health	Medical and Health Committee	1935	January 1938
		Interdepartmental and Joint Committees on which the Membership of USDA Representatives is Terminated by Secy's Memorandum 857		
1.	Agricultural labor	Interdepartmental Committee on Agricultural Labor (Not to be confused with "Committee on Agricultural Labor" which is an Interbureau Committee within this Department)	6-4-37 reconstituted 5-11-39	Never met
2.	Agricultural legislation	Subcommittee on Agricultural Legislation of the Executive Committee on Commercial Policy	5-21-37	11-29-37
3.	Aircraft	Aircraft Accident Board for the Analysis of Aircraft Accidents in Scheduled flying	(?)	before 1-31-39
4.	Aircraft	Air Traffic Control Conference	11-12-35	November 1935
4-a		Subcommittee on Flight Altitude of this Committee		

Number	Subject	Name of Committee	Established	Last Meeting Held
60.	Surplus	Surplus Marketing Plans Committee (Also known as Two-Price System Committee)	10-27-38	1-11-39
61.	Taxes	Special Subcommittee, Committee on Departmental Coordination		1-11-39
62.	Textiles	Textile Committee	March, 1928	1929
63.	Tropics	Committee on Latin America	2-10-38	3-16-38
64.	Two-Budget System	Federal Two-Budget System Subcommittee (Committee on departmental coordination)	1-7-39	January 1939
65.	Uniform project	Uniform Project System Committee	1-27-35	1937
66.	Vitamins	Committee on Vitamin Research	11-9-35	1-10-36
67.	Wool	Department Technical Wool Committee	March, 1928	1932
68.	Yearbook	Committee on Nutrition - 1939 Yearbook of Agriculture	10-28-37	1939
69.	Health	Medical and Health Committee	1935	January 1938

Interdepartmental and Joint Committees on which the Membership of Dean Burmeister is Terminated by Secy's Memorandum 897

1.	Agricultural Labor	Interdepartmental Committee on Agricultural Labor (Not to be confused with "Committee on Agricultural Labor" which is an Interbureau Committee within this Department)	6-4-37	Never reconstituted
2.	Agricultural Legislation	Subcommittee on Agricultural Legislation of the Executive Committee on Commercial Policy	5-21-37	11-29-37
3.	Aircraft	Aircraft Accident Board for the Analysis of Aircraft Accidents in Scheduled Flying	(?)	before 1-31-39
4.	Aircraft	Air Traffic Control Conference	11-13-35	November 1935
		Subcommittee on Flight Altitude of this Committee		

Number	Subject	Name of Committee	Established	Last Meeting Held
5.	Aircraft	Airway Development and Improvement in Alaska	summer 1936	
6.	Alaska	Committee on Territory of Alaska	11-5-34	
7.	Alaska - Roads	Federal Alaska Committee on Roads	11-21-37	12-19-38
8.	Census	Special Census Advisory Committee (1940 Census)	12-21-38	5-24-39
9.	Child Labor	Child Labor Committee (To submit recommendations to White House Conference January, 1940)	4-26-39	January 1940
10.	Children	Committee for White House Conference on "Children in a Democracy".	2-20-39	1-20-40
11.	Consumers	Advisory Committee on the Consumers' Project	10-23-36	1937
12.	Dairy	American Dairy Science Nominating Committee	1938	1939
13.	Economics	Committee on Current Summary of the Economic Situation (Central Statistical Board)	4-11-35	4-22-37
14.	Health, Food, and Nutrition	Technical Committee on Food and Nutrition		
		All the Subcommittees and Sections of the Technical Committee on Food and Nutrition are also terminated, as follows:		
14-a		Subcommittee on Research	March, 1937	1938
14-a-1		Section on Studies of Food Production as related to Nutritional Needs		
14-a-2		Section on Economic and Social Studies of Food Consumption	5-17-37	8-9-38
14-a-3		Section on Biochemical, Physiological, and Psychological Studies	12-16-36	1-20-38

Number	Subject	Name of Committee	Established	Last Meeting Held
5.	Aircraft	Airway Development and Improvement in Alaska		summer 1936
6.	Alaska	Committee on Territory of Alaska	11-5-41	
7.	Alaska - Roads	Federal Alaska Committee on Roads	11-21-37	12-19-38
8.	Oceans	Special Oceans Advisory Committee (1940 Oceans)	12-22-38	5-24-39
9.	Child Labor	Child Labor Committee (To submit recommendations to White House Conference January, 1940)	1-26-39	January 1940
10.	Children	Committee for White House Conference on "Children in a Democracy".	2-20-39	1-20-40
11.	Consumers	Advisory Committee on the Consumers' Project	10-23-36	1937
12.	Dairy	American Dairy Science Nominating Committee	1938	1939
13.	Economics	Committee on Current Summary of the Economic Situation (Central Statistical Board)	4-11-35	4-22-37
14.	Health, Food, and Nutrition	Technical Committee on Food and Nutrition		
		All the Subcommittees and Sections of the Technical Committee on Food and Nutrition are also terminated, as follows:		
14-a-1		Subcommittee on Research	March, 1937	1939
		Section on Studies of Food Production as related to Nutritional Needs		
14-a-2		Section on Economic and Social Studies of Food Consumption	5-17-37	6-3-38
14-a-3		Section on Biochemical, Physiological, and Psychological Studies	12-15-36	1-20-38

Number	Subject	Name of Committee	Established	Last Meeting Held
14-b		Subcommittee on Educational, Administrative, and Developmental Programs	June, 1937	5-23-38
14-b-1		Section on Preparation of Educational Material	June, 1937	5-23-38
14-b-2		Section on Organization of Educational Programs		
14-b-3		Section on Development of Services through Grants-in-Aid or Other Forms of Federal-State Cooperation	9-3-37	11-2-39
14-b-4		Section on Quality, Standards, and Specifications for Foods		
14-c		Subcommittee on Dietary Policies of Public Agencies and Institutions	April, 1937	5-27-38
14-c-1		Section on Diets of Children		1938
14-c-2		Section on Normal Diets of Adults (Department of Agriculture not represented)		
14-c-3		Section on Hospital Diets (Department of Agriculture not represented)		
14-d		Steering Committee of the Technical Committee on Food and Nutrition		
15.	Health	Technical Committee on Workers Education	1936	1938(?)
16.	Welfare	Technical Committee on Probation and Crime Prevention		
17.	Welfare	Technical Committee on Recreation	10-1-36	5-20-38
18.	Welfare	Technical Committee on Transient and Migration Problems (The technical Committee on Public Health and Safety Education which is the only other Subcommittee of the Health and Welfare Activity Coordinating Committee is apparently active. The departmental representative on this Committee is not terminated.)	1936	1938(?)

Number	Subject	Name of Committee	Established	Last Meeting Held
11-b		Subcommittee on Educational, Administrative, and Developmental Programs	June, 1937	5-23-38
11-b-1		Section on Preparation of Educational Material	June, 1937	5-23-38
11-b-2		Section on Organization of Educational Programs		
11-b-3		Section on Development of Services through Grants-in-Aid or Other Forms of Federal-State Cooperation	9-3-37	11-2-39
11-b-4		Section on Quality, Standards, and Specifications for Foods		
11-c		Subcommittee on Dietary Policies of Public Agencies and Institutions	April, 1937	5-27-38
11-c-1		Section on Diets of Children		1938
11-c-2		Section on Normal Diets of Adults (Department of Agriculture not represented)		
11-c-3		Section on Hospital Diets (Department of Agriculture not represented)		
11-d		Steering Committee of the Technical Committee on Food and Nutrition		
15.	Health	Technical Committee on Workers Education	1936	1938(?)
16.	Welfare	Technical Committee on Probation and Crime Prevention		
17.	Welfare	Technical Committee on Recreation	10-1-36	5-20-38
18.	Welfare	Technical Committee on Transient and Migratory Problems (The technical Committee on Public Health and Safety Education which is the only other Subcommittee of the Health and Welfare Activity Coordinating Committee is apparently active. The departmental representative on this Committee is not terminated.)	1936	1938(?)

(Health and Welfare Coordinating Committees end here)

Number	Subject	Name of Committee	Established	Last Meeting Held
19.	Housing	Subcommittee on Procedure and Administration of the Central Housing Committee		
19-a		Rural Housing Section of this Committee		
20.	Housing	Subcommittee on Research and Statistics of the Central Housing Committee		
		Departmental representatives on the following Sections are also terminated:		
20-a		Foreign Housing Section		
20-b		Cyclical Variations Section		
20-c		Economics Background Discussion Group		
20-d		Survey Discussion Group		
20-e		Volume of Residential Construction		
21.	Hurricanes	Cooperating with Coast Guard (Hurricane Warning Service)		
22.	Leave	Committee on Legislation concerning Leave Allowances		
23.	Lumber	Lumber Commodity Committee of the Tariff Commission		
24.	Minerals	Mineral Policy Planning Committee	4-7-34	1936
25.	National income	National Income Subcommittee of Central Statistical Board	1934	12-11-35
26.	Ohio and Mississippi Valleys	Committee for the Improvement of the Ohio and Mississippi Valleys	4-28-37	
27.	Personnel	Association of Personnel Officials (Superseded by Council of Personnel Administration.)		
28.	Population	Committee on Public Problems (National Resources Planning Board)	1935	"Now defunct."
29.	Poultry	World's Poultry Congress - All Committees except executive Committee as follows:		

Subject	Name of Committee	Established	Last Meeting Held
a. Housing	Subcommittee on Procedure and Administration of the Central Housing Committee		
b.	Rural Housing Section of this Committee		
c. Housing	Subcommittee on Research and Statistics of the Central Housing Committee		
	Departmental representatives on the Following Sections are also constituted:		
a.	Foreign Housing Section		
b.	Optional Variations Section		
c.	Economics Background Education Group		
d.	Survey Liaison Group		
e.	Values of Residential Construction		
1. Auditorium	Cooperating with Stand Board (Auditorium Seating Service)		
2. Leave	Committee on Legislation concerning Leave Allowance		
3. Labour	Labour Community Committee of the Parks Commission.		
4. Minerals	Mineral Policy Planning Committee	[illegible]	1930
5. National Income	National Income Subcommittee of Central Statistical Board	1938	[illegible]
6. Ohio and Mississippi Valleys	Committee for the Improvement of the Ohio and Mississippi Valleys	[illegible]	
7. Personnel	Association of Personnel Officials (Superseded by Council of Personnel Administration.)		
8. Population	Committee on Public Problems (National Economic Planning Board)	[illegible]	[illegible]
9. Poultry	Pan-Pacific Poultry Congress - All Commissions except executive Committee as follows:		

Number	Subject	Name of Committee	Established	Last Meeting Held
29-a		Economics and Marketing Subcommittee	December, 1937	About 8-7-39
29-b		Interdepartmental World Poultry Congress Committee	1-7-37	8-7-39
29-c		Federal Government Exhibits Committee	11-23-37	8-7-39
29-d		Federal Government Committee on Publicity	12-21-37	8-7-39
29-e		National Exhibits Committee Hall of Nations and States	12-21-37	8-7-39
29-f		Youth Activities Committee	12-27-37	8-7-39
30.	Printing and processing	Subcommittees of the (interdepartmental) Committee on Printing and Processing as follows: (Main Committee not terminated)		
30-a		Subcommittee on Printing	2-1-39	1939
30-b		Subcommittee on Distribution	2-1-39	1939
31.	Radio	Federal Radio Education Committee	12-18-35	2-17-36
32.	Recreation	Committee on Outdoor Recreation Opportunities with the Department of the Interior	3-9-37	
33.	Regain, yarns	Committee on the Regain of Mercerized Cotton Yarns	1-15-29	1-15-29
34.	Release procedures	Technical Advisory Committee of the Attorney General's Survey of Release Procedures		1937
35.	Records, reproduction	Advisory Committee on the Research of the Reproduction of Records, Bureau of Standards	1938	1938
36.	Sick Leave	Committee on Sick Leave	3-30-36	1936
37.	Social Security	Committee on Research Program - Social Security	5-20-37	Never met

Number	Subject	Name of Committee	Established	Last Meeting Held
38.	Imports	Subcommittee on State Legislation Affecting Imports (Subcommittee of Commercial Policy Executive Committee	11-24-37	May, 1939
39.	Stratosphere	Stratosphere Committee	12-18-35	
40.	Taxes	Subcommittee on Tax Policies (Advisory Committee, National Resources Planning Board.)	1935	
41.	Taylor Grazing Act	Committee for Modification of Memorandum of Understanding, Taylor Grazing Act	12-10-38	1939
42.	Topographic maps	Special Committee (To Make Report for Secretary of the Interior, called for by S.R. 281)		1936
43.	Water resources	Subcommittee on Vegetal Cover and Floods, Water Resources Committee	1935	1938
43-a		Working Committee on Vegetal Cover and Floods, Water Resources Committee	1935	1938
43-b		Committee on Forms for Tabulating Rainfall and Run-off Data for Small Watersheds, Water Resources Committee	1935	1939
44.	Weather	Committee on Proposed Airplane Observation Program	2-9-34	
45.	WPA	Subcommittee on Works Project of the General Committee on State and Local Public Finance	5-25-35	
46.	WPA	National Advisory Committee on WPA Family Life Education	11-1938	

Number	Subject	Name of Committee	Established	Last Meeting Held
38.	Imports	Subcommittee on State Legislation Affecting Imports (Subcommittee of Commercial Policy Executive Committee	11-4-37	May, 1937
39.	Stratosphere	Stratosphere Committee	10-12-37	
40.	Taxes	Subcommittee on Tax Policies (Advisory Committee, National Resources Planning Board.)	1937	
41.	Taylor Grazing Act	Committee for Modification of Boundaries of Under-Utilized, Taylor Grazing Act	12-10-38	1939
42.	Topographic Maps	Special Committee (To Take Report for Secretary of the Interior, called for by E.O. 7821)	1936	
43.	Water resources	Subcommittee on Vegetal Cover and Floods, Water Resources Committee	1935	1936
43-a		Working Committee on Vegetal Cover and Floods, Water Resources Committee	1935	1939
43-b		Committee on Forms for Tabulating Rainfall and Run-off Data for Small Watersheds, Water Resources Committee	1935	1939
44.	Weather	Committee on Proposed Airplane Observation Program	2-8-38	
45.	WPA	Subcommittee on Works Project of the General Committee on State and Local Public Finance	3-17-38	
46.	WPA	National Advisory Committee on WPA Family Life Education	11-1938	

Chiefs of Bureaus

File

Ordered 3/29/40

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

March 28, 1940.

MEMORANDUM NO. 858

Delegation of authority to find that set-offs against payments for lands purchased under Title III of the Bankhead-Jones Farm Tenant Act will not adversely affect the objectives of said act.

The Chief or Acting Chief of the Soil Conservation Service, or any employee of the Department whom either of them may designate in writing, is hereby authorized, on my behalf, to determine whether any proposed set-off against a payment to be made to any person on account of the purchase of lands under Title III of the Bankhead-Jones Farm Tenant Act, by reason of any indebtedness of such person to the United States, would affect adversely the objectives of that act. If it is found that such set-off would not affect adversely the objectives of the act, the set-off may be made. If it is found that the set-off would affect adversely the objectives of the act, such findings shall be submitted to me for review.

H A Wallace

Secretary.

017395

Finance 1-1-8

Delegation of authority to find that set-offs against payments for lands purchased under Title III of the Bankhead-Jones Farm Tenant Act will not adversely affect the objectives of said act.

The Chief or Acting Chief of the Soil Conservation Service, or any employee of the Department whom either of them may designate in writing, is hereby authorized, on my behalf, to determine whether any proposed set-off against a payment to be made to any person on account of the purchase of lands under Title III of the Bankhead-Jones Farm Tenant Act, by reason of any indebtedness of such person to the United States, would affect adversely the objectives of that act. If it is found that such set-off would not affect adversely the objectives of the act, the set-off may be made. If it is found that the set-off would affect adversely the objectives of the act, such findings shall be submitted to me for review.

Secretary.

FARM CREDIT ADMINISTRATIC
OFFICE OF THE GOVERNOR

March 19,1940

TO: Mr. B. R. Stauber
In charge, Land-Credit
Coordination

313-Adm.

FROM: A. G. Black

Memorandum Mr. Bennett to Secretary, transmitting draft of proposed delegation of authority re set-offs against purchase price of land to be acquired under Title III of B-J.Farm Tenant Act. Initialed by FCA.

NITED STATES
NT OF AGRICULTURE
ONSERVATION SERVICE

Washington, D. C.
MAR 11 1940

UM FOR THE SECRETARY

draft of a proposed delegation of
in connection with set-offs against
s to be acquired under Title III of
nant Act, to make the findings required
this act, that such set-offs will not
tives of the act. Under the proposed
here it is found that a set-off will
tives of the act, such finding is to be
.

such a delegation of authority to this
handling of requests for set-offs
d being acquired under Title III of the
posed delegation, which was prepared by
for your consideration with my recommen-

Sincerely,

Chief. S.C.S.

Attachment

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

March 22, 1940.

FILED
APR-1 1940
Please come to the
Secretary's File Room

MEMORANDUM NO. 878

...ority to find that set-off's against pay-
...d under Title III of the Bankhead-Jones
... adversely affect the objectives of said

...ng Chief of the Soil Conservation Service,
...epartment upon either of them may deem proper
...thorized, on my behalf, to determine whether
...hall a payment to be made to any person on
... of lands under Title III of the Bankhead-
...y reason of any indebtedness of such person
...uld affect adversely the objectives of that
...t such set-off would not affect adversely
...t, the set-off may be made. If it is
...ould affect adversely the objectives of
...shall be submitted to me for review.

Secretary.

FARM CREDIT ADMINISTRATION
OFFICE OF THE GOVERNOR

March 19, 1940

TO: Mr. P. E. Blasher
In charge, Land-Credit
Coordination

FROM: A. G. Black

Memorandum Mr. Bennett to
Secretary, transmitting
draft of proposed delegation
of authority re set-offs
against purchase price of
land to be acquired under
Title III of B-J Farm Tenant
Act. Initiated by SCA.

UNITED STATES
DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE

Washington, D. C.
MAR 11 1940

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

These is attached a draft of a proposed delegation of authority to this Service, in connection with set-offs against the purchase price of lands to be acquired under Title III of the Bankhead-Jones Farm Tenant Act, to make the findings required by Section 49, Title IV, of this act, that such set-offs will not adversely affect the objectives of the act. Under the proposed delegation of authority, where it is found that a set-off will adversely affect the objectives of the act, such finding is to be submitted to you for review.

It is believed that such a delegation of authority to this Service will facilitate the handling of requests for set-offs against the purchase of land being acquired under Title III of the act. Accordingly, this proposed delegation, which was prepared by the Solicitor, is submitted for your consideration with my recommendation for approval.

Sincerely,

Chief. S.C.S.

Attachment

UNITED STATES
DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE

Washington, D. C.
MAR 1 1940

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

There is attached a draft of a proposed delegation of authority to this Service, in connection with set-offs against the purchase price of lands to be acquired under Title III of the Bankhead-Jones Farm Tenant Act, to make the findings required by Section 42, Title IV, of this act, that such set-offs will not adversely affect the objectives of the act. Under the proposed delegation of authority, where it is found that a set-off will adversely affect the objectives of the act, such finding is to be submitted to you for review.

It is believed that such a delegation of authority to this Service will facilitate the handling of requests for set-offs against the purchase of land being acquired under Title III of the act. Accordingly, this proposed delegation, which was prepared by the Solicitor, is submitted for your consideration with my recommendation for approval.

Sincerely,

Chief.

Attachment

Files

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

Date March 30, 1940.

Ordered Eds. 70 1196 4/2/40 (R)

MEMORANDUM NO. 859

Effective April 1, 1940, personnel regulations and procedures of the Department of Agriculture will apply to the Farm Credit Administration.

All appointments made by the Governor or Acting Governor and all appointments made in the field service by the Executive Officer or Assistant Executive Officer of the Farm Credit Administration from July 1, 1939 to March 31, 1940, inclusive, are hereby confirmed.

H A Wallace

Secretary.

OK JM

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

Date

MEMORANDUM NO. 1827

Effective April 1, 1940, personnel regulations and procedures of the Department of Agriculture will apply to the Farm Credit Administration.

All appointments made by the Governor or Acting Governor and all appointments made in the field service by the Executive Officer or Assistant Executive Officer of the Farm Credit Administration from July 1, 1939 to March 31, 1940, inclusive, are hereby confirmed.

Secretary.

Dir. of Personnel

March 30, 1940

April 1, 1940

C
O
P
Y

MEMORANDUM TO DR. A. G. BLACK
Governor, Farm Credit Administration

Dear Dr. Black:

Pursuant to the authority vested in the Secretary by the Act of June 26, 1930 (46 Stat. 817), authorizing the head of any department or independent establishment to delegate to his subordinates under such regulations as he might prescribe the power to employ persons for duty in the field service of the department or establishment, authority is hereby delegated to you and to such employees as you may designate to employ and fix the compensation of such persons in the field as are necessary to perform the work in the Federal Land Banks, Federal Intermediate Credit Banks, Production Credit Corporations, Banks for Cooperatives, and the General Agents' offices.

Authority is likewise delegated to you and to such employees as you may designate to employ such persons in the field in the Regional Agricultural Credit Corporations, in the Emergency Crop and Feed Loan Offices to positions of a temporary or seasonal nature, and to employ all land bank appraisers who are assigned to and paid by the Federal Land Banks and joint stock land banks.

The authority hereby granted is effective April 1, 1940, and will continue in force until revoked.

Recommended,

Director of Personnel

Approved: March 30, 1940

Secretary

RSH:rm

Dir. of Personnel March 30, 1940

April 1, 1940

C
O
P
Y

MEMORANDUM TO DR. A. G. BLACK
Governor, Farm Credit Administration

Dear Dr. Black:

Pursuant to the authority vested in the Secretary by the Act of June 26, 1930 (46 Stat. 817), authorizing the head of any department or independent establishment to delegate to his subordinates under such regulations as he might prescribe the power to employ persons for duty in the field service of the department or establishment, authority is hereby delegated to you and to such employees as you may designate to employ and fix the compensation of such persons in the field as are necessary to perform the work in the Federal Land Banks, Federal Intermediate Credit Banks, Production Credit Corporations, Banks for Cooperatives, and the General Agents' offices.

Authority is likewise delegated to you and to such employees as you may designate to employ such persons in the field in the Regional Agricultural Credit Corporations, in the Emergency Crop and Feed Loan Offices to positions of a temporary or seasonal nature, and to employ all land bank appraisers who are assigned to and paid by the Federal Land Banks and joint stock land banks.

The authority hereby granted is effective April 1, 1940, and will continue in force until revoked.

Recommended,

Director of Personnel

Approved: March 30, 1940

Secretary

RSH:rm

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

IN YOUR REPLY REFER TO
FILE:

March 26, 1940

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

We are submitting for your signature a memorandum which places personnel activities of the Farm Credit Administration under Department regulations, and a letter of authority delegating to the Farm Credit Administration power to make appointments of certain field personnel.

Sincerely,

A. M. Black
Governor, Farm Credit Administration

Roy F. Henderson
Director of Personnel

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

IN YOUR REPLY REFER TO
FILE:

March 26, 1940

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

We are submitting for your signature a memorandum which places personnel activities of the Farm Credit Administration under Department regulations, and a letter of authority delegating to the Farm Credit Administration power to make appointments of certain field personnel.

Sincerely,

Governor, Farm Credit Administration

Director of Personnel

Attachments

File

Ordered #1207 4/4/40

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 4, 1940.

MEMORANDUM NO. 860

Department Committee to Make Report on Compiling and Printing Annual and Special Reports

Pursuant to a request from the Chairman of the House Committee on Expenditures in the Executive Departments, the Director of the Bureau of the Budget has asked this and other departments for a statement evaluating the annual and special reports now being prepared and submitted to the Congress and indicating which of these reports, if any, may be discontinued; also which of these reports, if any, may be submitted but not printed.

To review the reports of this Department, I am establishing herewith a Committee with Mr. Morse Salisbury, Associate Director of Information, as Chairman, and other members as follows:

Mr. W. A. Jump
Mr. James L. McCamy
Mr. Ralph W. Olmstead

The report of the Committee is to be submitted by May 1.

H A Wallace

Secretary.

Files

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered No. 1308

April 22, 1940

FILED
APR 26 1940
Please return to the Secretary's File Room

MEMORANDUM NO. 861

Grain Storage and Loan Policy Committee

I am hereby setting up the above named committee. This committee will explore the grain storage and loan policies of the Department and will report to me, through the Under Secretary, its best answers to the following questions:

(1) Do the grain storage and loan programs of the Department affect favorably or adversely the economic handling of wheat?

(2) Do these programs place cooperative grain handlers in a less favorable competitive position with other handlers? If so, how and to what extent?

(3) Should the general policy governing these programs be altered so as to allow greater earnings to cooperatives, to private handlers, or to both?

(4) Do the programs as now operated give fully to cooperatives those preferences as are indicated in various Congressional enactments as desired national policy?

(5) In the case of grain to which the Commodity Credit Corporation has taken title, should there not be a general rule that such grain be sold through regular commercial channels? If exceptions to such a general rule are desirable, what, specifically, should they be?

The membership of this committee shall be as follows:

J. E. Wells, Jr., Farm Credit Administration, Chairman
John D. Goodloe, Commodity Credit Corporation
Edward J. Murphy, Agricultural Marketing Service
E. O. Pollock, Agricultural Marketing Service
N. E. Dodd, Agricultural Adjustment Administration
William McArthur, Agricultural Adjustment Administration
A. McC. Ashley, Budget and Finance

Each agency shall have but one vote on committee determinations. The

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 22, 1940

MEMORANDUM NO. 801

Grain Storage and Loan Policy Committee

I am hereby setting up the above named committee. This committee will explore the grain storage and loan policies of the Department and will report to me, through the Under Secretary, its best answers to the following questions:

(1) Do the grain storage and loan programs of the Department affect favorably or adversely the economic handling of wheat?

(2) Do these programs place cooperative grain handlers in a less favorable competitive position with other handlers? If so, how and to what extent?

(3) Should the general policy governing these programs be altered so as to allow greater earnings to cooperatives, to private handlers, or to both?

(4) Do the programs as now operated give full to cooperative those preferences as are indicated in various Congressional enactments as desired national policy?

(5) In the case of grain to which the Commodity Credit Corporation has taken title, should there not be a general rule that such grain be sold through regular commercial channels? If exceptions to such a general rule are desirable, what, specifically, should they be?

The membership of this committee shall be as follows:

L. F. Wells, Jr., Farm Credit Administration, Chairman
John D. Goodloe, Commodity Credit Corporation
Edward J. Murphy, Agricultural Marketing Service
R. O. Pollock, Agricultural Marketing Service
M. E. Dodd, Agricultural Adjustment Administration
William McArthur, Agricultural Adjustment Administration
A. Mac. Hanley, Budget and Finance

Each agency shall have but one vote on committee determinations. The

Under Secretary shall be kept informed of progress and consulted from time to time.

This committee shall be terminated thirty days following submission of its final report.

H A Wallace

Secretary

OFFICE OF
THE SECRETARY OF AGRICULTURE

PHA: O.K.

Al Black thinks this O.K. He feels that the membership of the Committee will be against the coops but doesn't suggest changes in that account. He does urge that persons from this office be added - ex-officio at least - in order to get background for final decision. W

NO. _____

oan Policy Committee

ove named committee. This committee
an policies of the Department and will
best answers to the following questions:
grain storage and loan programs of the
ely the economic handling of wheat?
cooperative grain handlers in a
ith other handlers? If so,

governing these programs be altered
operatives, to ~~provide~~ private

perated give fully to cooperatives
various Congressional enactments

which the Commodity Credit Corpora-
t be a general rule that such
ial channels? If exceptions to such
ecifically, should they be?

The membership of this Committee shall be as follows:

J. E. Wells, Jr., Farm Credit Administration, CHAIRMAN
John D. Goodloe, Commodity Credit Corporation
Edward J. Murphy, Agricultural Marketing Service
E. O. Pollock, Agricultural Marketing Service
N. E. Dodd, Agricultural Adjustment Administration
William McArthur, Agricultural Adjustment Administration.
A. McC. ASHLEY, BUDGET AND FINANCE.

Each agency shall have but one vote on committee determinations.

This committee shall be terminated thirty days following ~~receipt of~~ submission of its final report. ~~by the Secretary.~~

to undersecretary shall be kept informed of progress and conclusions

DRAFT

MEMORANDUM NO. _____

Grain Storage and Loan Policy Committee

- - -

I am hereby setting up the above named committee. This committee will explore the grain storage and loan policies of the Department and will report to me ~~as soon as possible~~ through the Undersecretary its best answers to the following questions:

(1) ~~To what extent~~ Does the grain storage and loan programs of the Department affect favorably or adversely the economic handling of wheat?

(2) Do these programs place cooperative grain handlers in a less favorable competitive position with other handlers? If so, how and to what extent?

(3) Should the general policy governing these programs be altered so as to allow greater earnings to cooperatives, to ~~provide~~ private handlers, or to both?

(4) Do the programs as now operated give fully to cooperatives those preferences as are indicated in various Congressional enactments as desired national policy?

(5) In the case of grain to which the Commodity Credit Corporation has taken title, should there not be a general rule that such grain be sold through regular commercial channels? If exceptions to such a general rule are desirable, what, specifically, should they be?

The membership of this Committee shall be as follows:

J. E. Wells, Jr., Farm Credit Administration, CHAIRMAN
John D. Goodloe, Commodity Credit Corporation
Edward J. Murphy, Agricultural Marketing Service
E. O. Pollock, Agricultural Marketing Service
N. E. Dodd, Agricultural Adjustment Administration
William McArthur, Agricultural Adjustment Administration.
A. McC. Ashley, BUDGET AND FINANCE.

Each agency shall have but one vote on committee determinations. The undersecretary shall be kept informed of proceedings and of Committee progress through the undersecretary

This committee shall be terminated thirty days following ~~receipt of~~ transmission of its final report. ~~by the Secretary.~~

DRAFT

MEMORANDUM NO. ____

Grain storage and loan Policy Committee

- - -

I am hereby setting up the above named committee. This committee will explore the grain storage and loan policies of the Department and will report to me as soon as possible its best answer to the following questions:

(1) To what extent does the grain storage and loan programs of the Department affect favorably or adversely the economic banking of wheat?

(2) Do these programs place cooperative grain handlers in a less favorable competitive position with other handlers? If so, how and to what extent?

(3) Should the general policy governing these programs be altered so as to allow greater advance to cooperatives, to private private handlers, or to both?

(4) Do the programs as now operated give fully to cooperatives those preferences as are indicated in various Congressional enactments as desired national policy?

(5) In the case of grain on which the commodity credit corporation has taken title, should there not be a general rule that such grain be sold through regular commercial channels? If such transactions such a general rule are desirable, what specifically, should they be?

The membership of this committee shall be as follows:

J. S. Bell, Farm Credit Administration, Chairman
John D. Goodloe, Commodity Credit Corporation
Edward J. Murphy, Agricultural Marketing Service
E. D. Foltz, Agricultural Marketing Service
R. E. Todd, Agricultural Adjustment Administration
William Kaltman, Agricultural Adjustment Administration
A. McC. Ashby, Farm Credit Administration.

Each agency shall have but one vote on committee determinations.

This committee shall be terminated thirty days following receipt of its report by the Secretary.

Files

Ordered No 1356 5/3/40

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 2, 1940.

MEMORANDUM No. 861, Supplement 1

Amending Membership of Grain Storage and Loan Policy Committee

The membership of the Grain Storage and Loan Policy Committee, created by Memorandum No. 861, is hereby amended to include Arthur M. Becker, Federal Surplus Commodities Corporation, Cecil A. Johnson, Federal Crop Insurance Corporation, and Robert H. Black, Agricultural Marketing Service, the latter to be in place of Edward J. Murphy of Agricultural Marketing Service.

H A Wallace

Secretary

Committees 5-1

Committees 5-12

DEPARTMENT OF AGRICULTURE

WASHINGTON

Nov. 2, 1940.

MEMORANDUM No. 861, Supplement 1

Regarding membership of Grain Storage and Loan Policy Committee

The membership of the Grain Storage and Loan Policy Committee, created by Memorandum No. 861, is hereby extended to include Arthur M. Hoster, Federal Surplus Commodities Corporation, Cecil A. Johnson, Federal Crop Insurance Corporation, and Robert H. Black, Agricultural Marketing Service, the latter to be in place of Edward J. Murphy of Agricultural Marketing Service.

Secretary

Order #650
11-16-40

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 15, 1940.

Secretary Memorandum No. 861, Supplement No. 2

Grain Storage and Loan Policy Committee

This is to announce that the Secretary has appointed Mr. Leon O. Wolcott to replace Mr. John D. Goodloe as representative of the Commodity Credit Corporation on the Grain Storage and Loan Policy Committee. The original membership of this committee was appointed under date of April 22, 1940 in Memorandum No. 861. Mr. Goodloe has resigned from the Commodity Credit Corporation, therefore, his services on the committee are no longer available.

Carl Hamilton
Assistant to the Secretary

Secretary Memorandum No. 861, Supplement No. 2

Grain Storage and Loan Policy Committee

This is to announce that the Secretary has appointed Mr. Leon O. Wolcott to replace Mr. John D. Goodloe, as representative of the Commodity Credit Corporation on the Grain Storage and Loan Policy Committee. The original membership of this committee was appointed under date of April 22, 1940 in Memorandum No. 861. Mr. Goodloe has resigned from the Commodity Credit Corporation. Therefore, his services on the committee are no longer available.

Assistant to the Secretary

Files

Ordered

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 25, 1940

MEMORANDUM NO. ~~1723~~ 862

GRASSLAND CONFERENCE COMMITTEE

During the summer of 1940 a series of regional grasslands conferences will be conducted by the Department of Agriculture. I am setting up the above named committee in connection with these conferences with the following membership:

Dr. O. S. Aamodt, Bureau of Plant Industry, Chairman

C. R. Enlow, Soil Conservation Service

W. R. Chapline, Forest Service

T. E. Woodward, Bureau of Dairy Industry

T. H. Bartilson, Bureau of Animal Industry

Sherman E. Johnson, Bureau of Agricultural Economics

J. L. Boatman, Extension Service

E. G. Moore, Bureau of Plant Industry

This committee will be automatically terminated on October 1, 1940.

H A Wallace

Secretary

Committees 5

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 25, 1940

MEMORANDUM NO. 1495

GRASSLAND CONFERENCE COMMITTEE

During the summer of 1940 a series of regional grassland conferences will be conducted by the Department of Agriculture. I am setting up the above named committee in connection with these conferences with the following members:

Dr. O. S. Aamodt, Bureau of Plant Industry, Chairman

C. R. Fellows, Soil Conservation Service

W. R. Chapline, Forest Service

T. E. Woodward, Bureau of Dairy Industry

T. H. Bartlett, Bureau of Animal Industry

Sherman E. Johnson, Bureau of Agricultural Economics

J. L. Boatman, Extension Service

E. G. Moore, Bureau of Plant Industry

This committee will be automatically terminated on October 1, 1940.

H A Wallace

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

DIVISION OF
FORAGE CROPS AND DISEASES

April 23, 1940.

MEMORANDUM FOR MR. L. O. WOLCOTT,
Assistant to the Secretary.

Dear Mr. Wolcott:

The complete Grassland Conference Committee, appointed by the Secretary in his office on Friday morning, April 19, 1940, is as follows:

Dr. O. S. Aamodt, Principal Agronomist in Charge, Division of Forage Crops and Diseases, Bureau of Plant Industry Chairman

Mr. C. R. Enlow, Chief, Agronomy Division, Technical Operations, Soil Conservation Service

Mr. W. R. Chapline, Principal Inspector of Grazing in Charge, Division of Range Research, Forest Service

Mr. T. E. Woodward, Senior Dairy Husbandman, Division of Dairy Cattle Breeding, Feeding, and Management, Bureau of Dairy Industry

Mr. T. H. Bartilson, Animal Husbandman, Animal Husbandry Division, Bureau of Animal Industry

Dr. Sherman E. Johnson, Principal Agricultural Economist in Charge, Division of Farm Management and Costs, Bureau of Agricultural Economics

Mr. J. L. Boatman, Chief, Division of Subject Matter, Extension Service

Mr. E. G. Moore, in Charge, Division of Information, Bureau of Plant Industry

According to our present plans, the last Grassland Conference will probably be the one at Ames, Iowa, scheduled for the week of

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

DIVISION OF
FORAGE CROPS AND DISEASES

April 23, 1940.

MEMORANDUM FOR MR. L. C. WOLCOTT,
Assistant to the Secretary.

Dear Mr. Wolcott:

The complete Grassland Conference Committee, appointed by the Secretary in his office on Friday morning, April 19, 1940, is as follows:

Dr. O. S. Aamodt, Principal Agronomist in Charge, Division of Forage Crops and Diseases, Bureau of Plant Industry

Mr. C. M. Ahlow, Chief, Agronomy Division, Technical Operations, Soil Conservation Service

Mr. W. R. Chapline, Principal Inspector of Grazing in Charge, Division of Range Research, Forest Service

Mr. T. E. Woodward, Senior Dairy Husbandman, Division of Dairy Cattle Breeding, Feeding, and Management, Bureau of Dairy Industry

Mr. I. N. Bartlion, Animal Husbandman, Animal Husbandry Division, Bureau of Animal Industry

Dr. Sherman E. Johnson, Principal Agricultural Economist in Charge, Division of Farm Management and Costs, Bureau of Agricultural Economics

Mr. J. L. Boatman, Chief, Division of Subject Matter, Extension Service

Mr. E. G. Moore, in Charge, Division of Information, Bureau of Plant Industry

According to our present plans, the last Grassland Conference will probably be the one at Ames, Iowa, scheduled for the week of

September 4, consequently, I would like to suggest that as far as the arrangements for the conferences are concerned, the Committee be designated as expiring on October 1.

The Secretary has indicated a desire to have these papers published. If the Committee is expected to assist with the preparation of the material for publication, I would suggest that the expiration date be set for six months later, April 1, 1941.

Sincerely yours,

O. S. Aamodt

O. S. Aamodt,
Principal Agronomist in Charge.

September 4, consequently, I would like to suggest that as far as the arrangements for the conferences are concerned, the Committee be designated as expiring on October 1.

The Secretary has indicated a desire to have these papers published. If the Committee is expected to assist with the preparation of the material for publication, I would suggest that the expiration date be set for six months later, April 1, 1941.

Sincerely yours,

O. S. Aamodt,
Principal Agronomist in Charge.

File

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

Please return to
the Secretary's File Room

March 17, 1941.

MEMORANDUM NO. 862, Supplement No. 2.

GRASSLAND CONFERENCE COMMITTEE

This memorandum extends the membership of the Grassland Conference Committee to include Mr. Robert C. McChord of the Agricultural Adjustment Administration.

The original membership of this Committee was formally announced under date of February 18, 1941, in Memorandum No. 862, Supplement No. 1.

Paul H. Appleby
Acting Secretary.

Claude R. Wickard

Committees 5

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

March 17, 1941.

MEMORANDUM NO. 862, Supplement No. 2.

GRASSLAND CONFERENCE COMMITTEE

This memorandum extends the membership of the Grassland Conference Committee to include Mr. Robert G. McCord of the Agricultural Adjustment Administration.

The original membership of this Committee was formally announced under date of February 12, 1941, in Memorandum No. 862, Supplement No. 1.

Attila Secretary.

Committees

DEPARTMENT OF AGRICULTURE

WASHINGTON

Ordered No. 1101 2-19-41

February 18, 1941.

Copy please

MEMORANDUM NO. 862, Supplement No. 1.

GRASSLAND CONFERENCE COMMITTEE

During the summer of 1940 a series of regional grasslands conferences was conducted by the Department of Agriculture. It seems desirable to have a similar series of conferences during the coming summer. I am appointing the following committee in connection with these conferences. The membership is the same as that of last year.

Dr. O. S. Aamodt, Bureau of Plant Industry, Chairman

C. R. Enlow, Soil Conservation Service

W. R. Chapline, Forest Service

T. E. Woodward, Bureau of Dairy Industry

T. H. Bartilson, Bureau of Animal Industry

Sherman E. Johnson, Bureau of Agricultural Economics

J. L. Boatman, Extension Service

E. G. Moore, Bureau of Plant Industry

This committee will be automatically terminated on October 1, 1941.

Claude R. Wickard

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

February 12, 1941

Please address
the Secretary, Wash. D.C.

MEMORANDUM NO. 562, Supplement No. 1.

REGIONAL CONFERENCE OF BUREAUS

During the summer of 1940 series of regional agricultural conferences was conducted by the Department of Agriculture. It seems desirable to have a similar series of conferences during the coming summer. I am appointing the following committee in connection with these conferences. The membership of the committee is that of last year.

Dr. O. C. Aderhold, Bureau of Plant Industry, Chairman
C. W. Tolley, Soil Conservation Service
F. E. Cheshire, Forest Service
W. H. Woodward, Bureau of Dairy Industry
C. E. Burtlison, Bureau of Animal Industry
Herman E. Jeffries, Bureau of Agricultural Economics
H. L. Dantzler, Extension Service
E. C. Moore, Bureau of Plant Industry

This committee will be automatically terminated on October 1, 1941.

Claude R. Wickard

Secretary.

DUPLICATE ORIGINAL

6-1-40

File

Ordered #1642 6/3/40

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

MEMORANDUM NO. 863

(Amending Memorandum No. 756, as amended and supplemented, and superseding Memorandum No. 854)

Memorandum No. 756, dated May 19, 1938, as amended by Memorandum No. 794, dated October 31, 1938, and by Memorandum No. 832, dated July 11, 1939, and as supplemented by paragraph numbered 1 of Memorandum No. 785, dated October 6, 1938, is further amended as follows:

1. Add a new paragraph, numbered 9, to the itemized list of the functions delegated by the Secretary in connection with the administration of the Land Conservation and Land Utilization Program under Title III and related sections of the Bankhead-Jones Farm Tenant Act, as follows:

> "9. Compromise claims and obligations which are not in excess of $500, and adjust and modify the terms of leases, contracts, and agreements executed in accordance with the foregoing authority, including contracts resulting from the exercise of options, as circumstances may require."

2. Amend paragraph numbered 7 of the itemized statement of the authority reserved by the Secretary, to read as follows:

> "7. To compromise claims and obligations and adjust and modify the terms of leases, contracts, and agreements entered into as circumstances may require, except as otherwise specifically indicated in paragraph numbered 9 above."

This Memorandum supersedes Memorandum No. 854, dated March 15, 1940.

Done at Washington, D. C., this 1st day of June, 1940.
Witness my hand and the seal of the Department of Agriculture.

H A Wallace
Secretary of Agriculture

Land 9

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

MEMORANDUM NO. 863

(Amending Memorandum No. 756,
as amended and supplemented,
and superseding Memorandum No.
884)

FILED

Please return to
the Department Mail Room

Memorandum No. 756, dated May 10, 1938, as amended by Memorandum No. 756, dated October 21, 1938, and by Memorandum No. 882, dated July 11, 1939, and as supplemented by paragraph numbered 1 of Memorandum No. 756, dated October 6, 1938, is further amended as follows:

1. Add a new paragraph, numbered 8, to the itemized list of the functions delegated by the Secretary in connection with the administration of the Land Conservation and Land Utilization Program under Title III and related sections of the Bankhead-Jones Farm Tenant Act, as follows:

> "8. Compromise claims and obligations which are not in excess of $500, and adjust and modify the terms of leases, contracts, and agreements executed in accordance with the foregoing authority, including contracts resulting from the exercise of options, as circumstances may require."

2. Amend paragraph numbered 7 of the itemized statement of the authority reserved by the Secretary, to read as follows:

> "7. To compromise claims and obligations and adjust and modify the terms of leases, contracts, and agreements entered into as circumstances may require, except, as otherwise specifically indicated in paragraph numbered 8 above."

This Memorandum supersedes Memorandum No. 884, dated March 16, 1940.

Done at Washington, D. C., this
1st day of June, 1940.
Witness my hand and the seal of
the Department of Agriculture.

Ata Wallace
Secretary of Agriculture

File

DEPARTMENT OF AGRICULTURE
WASHINGTON

Cancel E.O. #1557 6/13/40

June 11, 1940.

FILED
Please return to the Secretary's File Room

MEMORANDUM NO. 864

Amendments to Standardized Government Travel Regulations

By means of Budget Bureau Circular No. 355, dated April 16, 1940, the Director of the Bureau of the Budget promulgated the following amendments to the Standardized Government Travel Regulations:

"1. The first sentence of Section 45 of the Standardized Government Travel Regulations, relating to subsistence allowance, is hereby amended to read as follows:

> 'Unless otherwise expressly provided in an employee's commission or appointment, or by law, the official authorized to issue travel orders may authorize in the order a per diem allowance not to exceed $5 in lieu of subsistence expenses, while traveling on official business within the limits of the continental United States, except where such travel is performed by means of a privately-owned trailer, no per diem allowance shall be paid unless the travel by such means be authorized in advance, in which event per diem allowance may be paid at a rate not to exceed $2.50.'*

"2. The last sentence in the quoted paragraph of Budget Circular No. 347, dated March 27, 1939, amending Section 8 of the Standardized Government Travel Regulations, is hereby amended to read as follows:

> 'When the cost of transportation by air is in excess of the cost of other available transportation, taking into consideration salary and subsistence savings, and there is no existing emergency involving the loss of life or property, transportation by commercial air lines must be specifically authorized or approved in each case by the head of the department, establishment, or agency concerned, or by such a responsible officer of the department, establishment, or agency concerned as the head thereof may designate for that purpose.'*

Travel 6

DEPARTMENT OF AGRICULTURE

WASHINGTON

June 11, 1940.

FILED

AMENDMENT NO. 884

Amendments to Standardized Government Travel Regulations

By means of Budget Bureau Circular No. 297, dated April 16, 1940, the Director of the Bureau of the Budget promulgated the following amendments to the Standardized Government Travel Regulations:

"1. The first sentence of Section 45 of the Standardized Government Travel Regulations, relating to subsistence allowance, is hereby amended to read as follows:

'Unless otherwise expressly provided in an employee's compensation or appointment, or by law, the official authorized to issue travel orders may authorize in the order a per diem allowance not to exceed $5 in lieu of subsistence expenses, while traveling on official business within the limits of the continental United States, except when such travel is performed by means of a privately-owned conveyance, no per diem allowance shall be paid unless the travel by such means is authorized in advance. In which event the per diem allowance may be paid at a rate not to exceed $4.50.'"

"2. The last sentence in the quoted paragraph of Budget Circular No. 347, dated March 27, 1939, amending Section 8 of the Standardized Government Travel Regulations, is hereby amended to read as follows:

'Upon the cost of transportation by air is in excess of the cost of other available transportation, taking into consideration military and subsistence savings, and there is no existing emergency involving the loss of life or property, transportation by commercial air lines must be specifically authorized or approved in each case by the head of the department, establishment, or agency concerned, or by such a responsible officer of the department, establishment, or agency concerned as the head thereof may designate for that purpose.'"

"3. The last sentence in the quoted paragraph of Budget Circular No. 348 of July 18, 1939, amending Section 15 of the Standardized Government Travel Regulations, is hereby amended to read as follows:

> 'When the cost of transportation by extra-fare trains is in excess of the cost of travel by regular fare trains, taking into consideration salary and subsistence savings, and there is no existing emergency involving the loss of life or property, transportation by extra-fare trains must be specifically authorized or approved in each case by the head of the executive department, establishment or agency concerned, <u>or by such a responsible officer of the department, establishment, or agency concerned as the head thereof may designate for that purpose.</u>'*

"4. Paragraph 36 of the Standardized Government Travel Regulations is hereby amended by inserting an additional sentence at the end thereof to read as follows:

> '<u>If transportation requests which have been reported lost or stolen are subsequently recovered, said requests should be immediately cancelled by the officer or employee recovering same and promptly forwarded to the officer who issued them.</u>'"*

Pursuant to the authority vested in me by the above quoted amendments numbered 2 and 3, I hereby designate the Director of Finance, or in the event of his absence or inability so to act, the Acting Director of Finance, to approve such transportation by commercial air lines and extra-fare trains as has heretofore required specific approval by the Secretary; i.e., transportation by commercial air lines and extra-fare trains costing more than other available transportation, taking into consideration salary and subsistence savings, in cases where such transportation is not necessitated by an emergency involving the loss of life or property.

Approval pursuant to the designation made in the preceding paragraph will be granted only in those cases where it is definitely established that the additional cost involved is necessary in the public interest. It is incumbent upon chiefs of bureaus and others directing travel to cooperate in keeping such additional costs to a minimum by restricting requests for approval thereof to instances where they are convinced there is complete justification. Advance approval should be requested in every case where time permits, and any requests for post-approval must include a satisfactory explanation of why advance approval was not obtained.

"3. The last sentence in the quoted paragraph of Budget Circular No. 243 of July 18, 1939, amending Section 15 of the Standardized Government Travel Regulations, is hereby amended to read as follows:

> 'When the cost of transportation by extra-fare trains is in excess of the cost of travel by regular fare trains, taking into consideration safety and substantial savings, and there is an existing emergency involving the loss of life or property, transportation by extra-fare trains must be specifically authorized or approved in such cases by the head of the executive department, establishment or agency concerned, or by such a responsible officer of the department, establishment, or agency concerned as the head thereof may designate for that purpose.'

"4. Paragraph 36 of the Standardized Government Travel Regulations is hereby amended by inserting an additional sentence at the end thereof to read as follows:

> 'If transportation tickets which have been reported lost or stolen are subsequently recovered, said tickets should be immediately cancelled by the officer or employee recovering same and promptly forwarded to the officer who issued them.'"

Pursuant to the authority vested in me by the above quoted amendments numbered 2 and 3, I hereby designate the Director of Finance, or in the event of his absence or inability so to act, the Acting Director of Finance, to approve such transportation by commercial air lines and extra-fare trains as has heretofore required specific approval by the Secretary; i.e., transportation by commercial air lines and extra-fare trains costing more than other available transportation, taking into consideration safety and substantial savings, in cases where such transportation is not necessitated by an emergency involving the loss of life or property.

Approval pursuant to the designation made in this preceding paragraph will be granted only in those cases where it is definitely established that the additional cost involved is necessary in the public interest. It is incumbent upon chiefs of bureaus and others directing travel to cooperate in keeping such additional costs to a minimum by restricting requests for approval thereof to instances where they are convinced there is cause to justify them. Advance as travel should be requested in every case where time permits, and any requests for prior approval must include a satisfactory explanation of why advance approval was not obtained.

This document modifies Department Regulations 3431, 3438, and 3439, and employees maintaining copies of the Regulations should record this memorandum therein by appropriate cross reference notation. Except as explicitly modified herein, the procedures relating to airplane and extra-fare train travel contained in Regulations 3438 and 3439 continue in full force.

H A Wallace

Secretary.

*Underscored language new.

This document modifies Department Regulations 3431, 3432, and 3439, and employees maintaining copies of the Regulations should record this memorandum therein by appropriate cross reference notation. Except as explicitly modified herein, the procedures relating to airplane and extra-fare train travel contained in Regulations 3432 and 3439 continue in full force.

Secretary.

*Underscored language new.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered #1587 6/19/40 (R)

June 19, 1940.

MEMORANDUM NO. 865

Transfer of Administration of Insecticide Act and Naval Stores Act to Agricultural Marketing Service

Effective June 30, 1940, the Agricultural Marketing Service is authorized and directed to administer all activities of the Department of Agriculture undertaken pursuant to the Insecticide Act of 1910 and the Naval Stores Act. The transfer of the administration of the Insecticide Act is for a period of two years, after which time a review shall be made to determine where the Act should be administered thereafter. The Insecticide Act and the Naval Stores Act are at present administered by the Food and Drug Administration of the Department of Agriculture. The Food and Drug Administration together with all of its functions except those relating to the above-named acts is to be transferred, effective June 30, 1940, to the Federal Security Agency, pursuant to the Reorganization Act of 1939, and under the terms of Reorganization Plan No. IV and Public Resolution No. 75, 76th Congress.

All records, property, and personnel (including office equipment) used in the administration of the Insecticide Act of 1910 and the Naval Stores Act, which are not transferred with the Food and Drug Administration to the Federal Security Agency, are hereby transferred to the Agricultural Marketing Service for carrying out its assigned functions under the foregoing paragraph.

So much of the appropriations for the fiscal year 1941 as remain available for carrying out the functions herein transferred after the Director of the Budget has made his determinations, pursuant to Section 15 of Reorganization Plan No. IV, shall be transferred to the Agricultural Marketing Service for use in connection with the administration of the functions herein transferred.

H A Wallace

Secretary.

MEMORANDUM NO. [illegible]

Transfer of Administration of Insecticide Act and Naval Stores Act to Agricultural Marketing Service

Effective June 30, 1940, the Agricultural Marketing Service is authorized and directed to administer all activities of the Department of Agriculture undertaken pursuant to the Insecticide Act of 1910 and the Naval Stores Act. The transfer of the administration of the Insecticide Act is for a period of two years, after which time a review shall be made to determine where the Act should be administered thereafter. The Insecticide Act and the Naval Stores Act are at present administered by the Food and Drug Administration of the Department of Agriculture. The Food and Drug Administration together with all of its functions except those relating to the above-named acts is to be transferred, effective June 30, 1940, to the Federal Security Agency, pursuant to the Reorganization Act of 1939, and under the terms of Reorganization Plan No. IV and Public Resolution No. 25, 76th Congress.

All records, property, and personnel (including office equipment) used in the administration of the Insecticide Act of 1910 and the Naval Stores Act, which are not transferred with the Food and Drug Administration to the Federal Security Agency, are hereby transferred to the Agricultural Marketing Service for carrying out its assigned functions under the foregoing paragraph.

So much of the appropriations for the fiscal year 1941 as remain available for carrying out the functions herein transferred after the Director of the Budget has made his determinations, pursuant to Section 15 of Reorganization Plan No. IV, shall be transferred to the Agricultural Marketing Service for use in connection with the administration of the functions herein transferred.

Secretary.

Files

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered #1603 Exec. 6/21/40

FILED

Please return to the Secretary's File Room

June 21, 1940.

MEMORANDUM NO. 866

LIAISON WITH THE OFFICE OF GOVERNMENT REPORTS

To avoid confusion the Department needs to maintain continuous and uniform liaison with the Office of Government Reports. I am designating the Director of Information and his immediate staff as liaison representatives of this Department with the Office of Government Reports.

The Director of Information is also designated liaison representative with the Office of Education, Federal Security Agency, which is now carrying on Government-wide information activities.

Department officers accordingly should clear all relationships involving either the Office of Government Reports or the Office of Education with the Director of Information.

This arrangement supersedes the arrangement which made Mr. Donald C. Blaisdell, Assistant to the Under Secretary, liaison representative with the National Emergency Council.

H A Wallace

Secretary.

Personnel 22

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED

★

Please return to
the Secretary's File Room

June 21, 1940.

MEMORANDUM NO. 866

LIAISON WITH THE OFFICE OF GOVERNMENT REPORTS

To avoid confusion the Department needs to maintain continuous and uniform liaison with the Office of Government Reports. I am designating the Director of Information and his immediate staff as liaison representatives of this Department with the Office of Government Reports.

The Director of Information is also designated liaison representative with the Office of Education, Federal Security Agency, which is now carrying on Government-wide information activities.

Department officers accordingly should clear all relationships involving either the Office of Government Reports or the Office of Education with the Director of Information.

This arrangement supersedes the arrangement which made Mr. Donald C. Blaisdell, Assistant to the Under Secretary, liaison representative with the National Emergency Council.

Secretary.

File

June 28, 1940.

Ordered #165 6/28/40

MEMORANDUM NO. 867

MAKING APPLICABLE TO THE EMERGENCY RELIEF APPROPRIATION ACT, FISCAL YEAR 1941, CERTAIN ORDERS, RULES, REGULATIONS AND DELEGATIONS OF AUTHORITY ISSUED UNDER AUTHORITY OF THE EMERGENCY RELIEF APPROPRIATION ACT OF 1939.

By virtue of and pursuant to the authority vested in me by the Emergency Relief Appropriation Act, fiscal year 1941, approved June 26, 1940, particularly Sections 2 and 13 thereof, I hereby order and direct that the expenditure of funds appropriated or advanced to this Department by or pursuant to the said Act, and the administration of all activities conducted with such funds, shall be in accordance with the orders, rules, regulations, and delegations of authority heretofore issued and in effect on this date relating to the expenditure of funds appropriated to this Department by the Emergency Relief Appropriation Act of 1939, to the extent such orders, rules, regulations, and delegations of authority are consistent with the provisions of the Emergency Relief Appropriation Act, fiscal year 1941. Whenever any authority heretofore granted limited the amount of money which might be expended thereunder, such limit shall be deemed applicable to the total amount to be expended under such authorization out of funds appropriated by prior acts and funds appropriated by, or advanced pursuant to, the Emergency Relief Appropriation Act, fiscal year 1941. Any redelegations of authority in effect on the date of this order shall continue in effect subject to any powers heretofore granted to revoke such redelegations. The foregoing rules and regulations shall remain in effect until my further order.

H A Wallace

Secretary.

June 28, 1940.

MEMORANDUM NO. 867

MAKING APPLICABLE TO THE EMERGENCY RELIEF APPROPRIATION ACT, FISCAL YEAR 1941, CERTAIN ORDERS, RULES, REGULATIONS AND DELEGATIONS OF AUTHORITY ISSUED UNDER AUTHORITY OF THE EMERGENCY RELIEF APPROPRIATION ACT OF 1939.

By virtue of and pursuant to the authority vested in me by the Emergency Relief Appropriation Act, fiscal year 1941, approved June 26, 1940, particularly Sections 2 and 13 thereof, I hereby order and direct that the expenditure of funds appropriated or advanced to this Department by or pursuant to the said Act, and the administration of all activities conducted with such funds, shall be in accordance with the orders, rules, regulations, and delegations of authority heretofore issued and in effect on this date relating to the expenditure of funds appropriated to this Department by the Emergency Relief Appropriation Act of 1939, to the extent such orders, rules, regulations, and delegations of authority are consistent with the provisions of the Emergency Relief Appropriation Act, fiscal year 1941. Whenever any authority heretofore granted limited the amount of money which might be expended thereunder, such limit shall be deemed applicable to the total amount to be expended under such authorization out of funds appropriated by prior acts and funds appropriated by, or advanced pursuant to, the Emergency Relief Appropriation Act, fiscal year 1941. Any redelegations of authority in effect on the date of this order shall continue in effect subject to any powers heretofore granted to revoke such redelegations. The foregoing rules and regulations shall remain in effect until by further order.

ERRATUM

Supplement No. 1 to Secretary's Memorandum No. 867 was erroneously run as Supplement No. 1 to Memorandum No. 860. Please return your copies to the Office of Plant and Operations or destroy them.

New copies are being issued bearing the correct (867) memorandum number.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

MEMORANDUM NO. 867 Supplement 1

MAKING APPLICABLE TO THE EXPENDITURE OF FUNDS MADE AVAILABLE BY THE ITEM ENTITLED "LOANS, GRANTS, AND RURAL REHABILITATION," CONTAINED IN THE DEPARTMENT OF AGRICULTURE APPROPRIATION ACT, 1942, CERTAIN ORDERS, RULES, REGULATIONS AND DELEGATIONS OF AUTHORITY ISSUED UNDER AUTHORITY OF THE EMERGENCY RELIEF APPROPRIATION ACT, FISCAL YEAR 1941.

By virtue of and pursuant to the authority vested in me by the Department of Agriculture Appropriation Act, 1942, (Public, No. 144, approved July 1, 1941, 77th Congress), I hereby order and direct that the expenditure of funds appropriated or advanced by or pursuant to that item of said act entitled "Loans, Grants, and Rural Rehabilitation," and the administration of all activities conducted with such funds, shall be in accordance with the orders, rules, regulations, and delegations of authority heretofore issued and in effect on the date of issuance hereof relating to the expenditure of funds appropriated or advanced to this Department by or pursuant to the Emergency Relief Appropriation Act, fiscal year 1941, to the extent such orders, rules, regulations, and delegations of authority are consistent with the provisions of the Department of Agriculture Appropriation Act, 1942. Whenever any authority heretofore granted limited the amount of money which might be expended thereunder, such limit shall be deemed applicable to the total amount to be expended under such authorization out of fund appropriated by prior acts and funds appropriated by or advanced pursuant to, the Department of Agriculture Appropriation Act, 1942. Any redelegations of authority in effect on the date of this order shall continue in effect subject to any powers heretofore granted to revoke such redelegations. The foregoing rules and regulations shall remain in effect until my further order.

Issued as of July 1, 1941.

Paul H. Appleby

Under Secretary.

DUPLICATE ORIGINAL July 1-, 1942. DUPLICATE ORIGINAL

Secretary's Memorandum No._____

Reg. No. 1005
July 11, 1942

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

MEMORANDUM NO. 867 Supplement 2

MAKING APPLICABLE TO THE EXPENDITURE OF FUNDS MADE AVAILABLE BY AN ACT MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR THE MONTH OF JULY 1942, FOR CONTINUING THE ITEMS ENTITLED "FARM TENANCY" AND "LOANS, GRANTS, AND RURAL REHABILITATION", CONTAINED IN THE DEPARTMENT OF AGRICULTURE APPROPRIATION ACT, 1942, CERTAIN ORDERS, RULES, REGULATIONS, AND DELEGATIONS OF AUTHORITY ISSUED UNDER AUTHORITY OF THE DEPARTMENT OF AGRICULTURE APPROPRIATION ACT, 1942.

By virtue of and pursuant to the authority vested in me by An Act Making Appropriations for the Department of Agriculture for the Month of July 1942 (Public Law 661, approved July 9, 1942, 77th Congress, Second Session), I hereby order and direct that the expenditure of funds appropriated or advanced by or pursuant to said act for continuing the items contained in the Department of Agriculture Appropriation Act, 1942, entitled "Farm Tenancy" and "Loans, Grants, and Rural Rehabilitation", and the administration of all activities conducted with such funds, shall be in accordance with the orders, rules, regulations, and delegations of authority heretofore issued and in effect on June 30, 1942, relating to the expenditure of funds appropriated or advanced to this Department by or pursuant to the items entitled "Farm Tenancy" and "Loans, Grants, and Rural Rehabilitation", contained in the Department of Agriculture Appropriation Act, 1942, to the extent that such orders, rules, regulations, and delegations of authority are consistent with the provisions of An Act Making Appropriations for the Department of Agriculture for the Month of July 1942. Whenever any authority heretofore

Secretary's Memorandum No. _____

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

MEMORANDUM NO. 867 Supplement 2

MAKING APPLICABLE TO THE EXPENDITURE OF FUNDS MADE AVAILABLE BY AN ACT MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR THE MONTH OF JULY 1942, FOR CONTINUING THE ITEMS ENTITLED "FARM TENANCY" AND "LOANS, GRANTS, AND RURAL REHABILITATION", CONTAINED IN THE DEPARTMENT OF AGRICULTURE APPROPRIATION ACT, 1942, CERTAIN ORDERS, RULES, REGULATIONS, AND DELEGATIONS OF AUTHORITY ISSUED UNDER AUTHORITY OF THE DEPARTMENT OF AGRICULTURE APPROPRIATION ACT, 1942.

By virtue of and pursuant to the authority vested in me by An Act Making Appropriations for the Department of Agriculture for the Month of July 1942 (Public Law 661, approved July 9, 1942, 77th Congress, Second Session), I hereby order and direct that the expenditure of funds appropriated or advanced by or pursuant to said act for continuing the items contained in the Department of Agriculture Appropriation Act, 1942, entitled "Farm Tenancy" and "Loans, Grants, and Rural Rehabilitation", and the administration of all activities conducted with such funds, shall be in accordance with the orders, rules, regulations, and delegations of authority heretofore issued and in effect on June 30, 1942, relating to the expenditure of funds appropriated or advanced to this Department by or pursuant to the items entitled "Farm Tenancy" and "Loans, Grants, and Rural Rehabilitation", contained in the Department of Agriculture Appropriation Act, 1942, to the extent that such orders, rules, regulations, and delegations of authority are consistent with the provisions of An Act Making Appropriations for the Department of Agriculture for the Month of July 1942. Whenever any authority heretofore

granted limited the amount of money which might be expended thereunder, such limit shall be deemed applicable to the total amount to be expended under such authorization out of funds appropriated by prior acts and funds appropriated by or advanced pursuant to An Act Making Appropriations for the Department of Agriculture for the Month of July 1942. Any redelegations of authority in effect on the date of this order shall continue in effect subject to any powers heretofore granted to revoke such redelegations.

When and if an appropriation act for the Department of Agriculture for the fiscal year 1943 is enacted, the provisions of this memorandum, to the extent that they are consistent with such act, shall remain in effect and be applicable to the funds appropriated or advanced thereunder.

The foregoing shall remain in effect until my further order.

Issued as of July 1, 1942.

Paul H. Appleby
Acting Secretary

AUTHORIZATION
Appropriation Act 1942, Applicable July, 1942
"Farm Tenancy", Agriculture Appropriation Act 1942 Continued July, 1942
Funds, Expenditure of for July, 1942, Delegation of Authority for
"Loans, Grants, and Rural Rehabilitation", Agriculture Appropriation Act 1942 Continued July, 1942

granted limited the amount of money which might be expended thereunder, such limit shall be deemed applicable to the total amount to be expended under such authorization out of funds appropriated by prior acts and funds appropriated by or advanced pursuant to An Act Making Appropriations for the Department of Agriculture for the Month of July 1942. Any redelegations of authority in effect on the date of this order shall continue in effect subject to any powers hereto-fore granted to revoke such redelegations.

When and if an appropriation act for the Department of Agriculture for the fiscal year 1943 is enacted, the provi-sions of this memorandum, to the extent that they are con-sistent with such act, shall remain in effect and be applicable to the funds appropriated or advanced thereunder.

The foregoing shall remain in effect until my further order.

Issued as of July 1, 1942.

Acting Secretary

AUTHORIZATION
Appropriation Act 1942, Applicable July, 1942
"Farm Tenancy", Agriculture Appropriation Act 1942 Continued July, 1942
Funds, Expenditure of for July, 1942, Delegation of Authority for "Loans, Grants, and Rural Rehabilitation", Agriculture Appropriation Act 1942 Continued July, 1942

Files

Orders E.R.B.
#1652
6/28/40

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 28, 1940.

MEMORANDUM NO. 868

Amending Membership of the Departmental Committee on the Refugee Problem

The membership of the Departmental Committee on the Refugee Problem, created by my Memorandum of March 1, 1939, is hereby amended to include Claude R. Wickard who will replace M. L. Wilson as Chairman. However, Dr. Wilson will continue to serve as a member of the Committee.

H A Wallace

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

June 28, 1940.

MEMORANDUM NO. 898

Amending Membership of the Departmental Committee on the Refugee Problem

The membership of the Departmental Committee on the Refugee Problem, created by my Memorandum of March 1, 1939, is hereby amended to include Claude R. Wickard who will replace M. L. Wilson as Chairman. However, Dr. Wilson will continue to serve as a member of the Committee.

Secretary

File

DEPARTMENT OF AGRICULTURE
WASHINGTON

Ordered #3 Sec 7/3/40 (R)

June 29, 1940.

FILED
★
Please return to
the Secretary's File Room

MEMORANDUM NO.869

Reestablishment of Departmental Monopoly Committee

The Departmental Monopoly Committee, which was created by Memorandum No. 763, dated July 12, 1938, and which was abolished by Memorandum No. 857, dated March 16, 1940, is hereby reestablished as an active committee. The personnel will henceforth consist of:

L. H. Bean, BAE, Chairman

Frederick Waugh, BAE

Mordecai Ezekiel, Office of the Secretary

Donald E. Montgomery, AAA

H A Wallace

Secretary

Committees 5

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 29, 1940.

FILED

Please return to
the Secretary's Stop Sheet

MEMORANDUM NO. 859

Reestablishment of Departmental Monopoly Committee

The Departmental Monopoly Committee, which was created by Memorandum No. 703, dated July 12, 1938, and which was abolished by Memorandum No. 837, dated March 16, 1940, is hereby reestablished as an active committee.

The personnel will hereafterth consist of:

L. H. Bean, BAE, Chairman

Frederick Waugh, BAE

Mordecai Ezekiel, Office of the Secretary

Donald E. Montgomery, AAA

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 1, 1940.

MEMORANDUM NO. 870

ASSIGNMENT OF FUNCTIONS

In accordance with the provisions of Section 8 of Reorganization Plan IV the Department of Agriculture is authorized to "continue to make snow surveys and to conduct research concerning (a) relationships between weather and crops, (b) long-range weather forecasting, and (c) relationships between weather and soil erosion".

The Soil Conservation Service is now responsible for making snow surveys and for the conduct of research concerning relationships between weather and soil erosion. These assignments are continued.

The Division of Agricultural Statistics of the Agricultural Marketing Service is now sponsoring a Bankhead-Jones Special Research Project entitled "Investigation of Possibilities of Long-Range Weather and Crop Forecasting, Including a Study of the Relation of Weather to Crop Yields". The Division of Agricultural Statistics will continue to assume responsibility for this project and as of the effective date of Reorganization Plan IV will assume responsibility for the existing Weather Bureau financial project b-2-6 covering the relationships between weather and crops, which is to be retained in the Department under the authority quoted above.

H A Wallace

Secretary.

July 1, 1942.

MEMORANDUM NO. 890

ASSIGNMENT OF AUTHORITY

In accordance with the provisions of Section 5 of Reorganization Plan IV the Department of Agriculture is authorized to "continue to make snow surveys and to conduct research concerning (a) relationships between weather and crops, (b) long-range weather forecasting, and (c) relationships between weather and soil erosion".

The Soil Conservation Service is now responsible for making snow surveys and for the conduct of research concerning relationships between weather and soil erosion. These assignments are continued.

The Division of Agricultural Statistics of the Agricultural Marketing Service is now executing a Bankhead-Jones Special Research Project entitled "Investigation of Possibilities of Long-Range Weather and Crop Forecasting, Including a Study of the Relation of Weather to Crop Yields". The Division of Agricultural Statistics will continue to assume responsibility for this project and as of the effective date of Reorganization Plan IV will assume responsibility for the existing Weather Bureau financial project B-3-6 covering the relationships between weather and crops, which is to be retained in the Department under the authority quoted above.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

June 29, 1940.

FILED

MEMORANDUM NO. 871

ESTABLISHMENT OF THE SURPLUS MARKETING ADMINISTRATION

Under Section 5 of Reorganization Plan No. III, which the President transmitted to Congress on April 2, 1940, the Division of Marketing and Marketing Agreements of the Agricultural Adjustment Administration and the Federal Surplus Commodities Corporation are consolidated into one agency of the Department of Agriculture to be known as the Surplus Marketing Administration. This consolidation will take effect June 30, 1940, at which time Reorganization Plan No. III becomes effective under the terms of Public Resolution No. 75, 76th Congress.

All personnel of the Division of Marketing and Marketing Agreements and of the Federal Surplus Commodities Corporation will become employees of the Surplus Marketing Administration.

While the functions of the Federal Surplus Commodities Corporation as an agency of the Department of Agriculture will be performed by the Surplus Marketing Administration, the Corporation is not to be dissolved. The corporate entity will be retained and all officials of the Corporation will continue to hold their respective positions.

Mr. Milo Perkins is hereby designated Administrator of the Surplus Marketing Administration. He will also retain his position as President of the Federal Surplus Commodities Corporation. The consolidation, however, will terminate his assignment as Associate Administrator of the Agricultural Adjustment Administration in charge of the Division of Marketing and Marketing Agreements.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

June 29, 1940.

FILED

MEMORANDUM NO. 971

Please return to
the Secretary's File Room

ESTABLISHMENT OF THE SURPLUS MARKETING ADMINISTRATION

Under Section 5 of Reorganization Plan No. III, which the President transmitted to Congress on April 2, 1940, the Division of Marketing and Marketing Agreements of the Agricultural Adjustment Administration and the Federal Surplus Commodities Corporation are consolidated into one agency of the Department of Agriculture to be known as the Surplus Marketing Administration. This consolidation will take effect June 30, 1940, at which time Reorganization Plan No. III becomes effective under the terms of Public Resolution No. 75, 76th Congress.

All personnel of the Division of Marketing and Marketing Agreements and of the Federal Surplus Commodities Corporation will become employees of the Surplus Marketing Administration.

While the functions of the Federal Surplus Commodities Corporation as an agency of the Department of Agriculture will be performed by the Surplus Marketing Administration, the Corporation is not to be dissolved. The corporate entity will be retained and all officials of the corporation will continue to hold their respective positions.

Mr. Milo Perkins is hereby designated Administrator of the Surplus Marketing Administration. He will also retain his position as President of the Federal Surplus Commodities Corporation. The consolidation, however, will terminate his assignment as Associate Administrator of the Agricultural Adjustment Administration in charge of the Division of Marketing and Marketing Agreements.

Secretary.

Files

Ordered #26 7/5/40

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 29, 1940.

FILED

MEMORANDUM NO. 872

Please return to
the Secretary's File Room

ORDER OF THE SECRETARY OF AGRICULTURE
CONCERNING THE OPERATION OF THE SURPLUS
MARKETING ADMINISTRATION

1. Pursuant to the power vested in the Secretary of Agriculture by Section 5 of Reorganization Plan No. III, effective June 30, 1940, the Administrator of the Surplus Marketing Administration of the Department of Agriculture is hereby authorized and empowered to perform the following functions:

(a) To direct and supervise the carrying out of all programs and undertakings authorized or directed by me to be carried out by the Surplus Marketing Administration.

(b) To enter into and execute, in the name of the Surplus Marketing Administration, any and all contracts and agreements which such Administrator deems necessary or desirable in the carrying out of such programs and which are authorized by law.

(c) To direct and supervise the other officers and employees of the Surplus Marketing Administration, and to prescribe their powers and duties.

(d) To delegate, to such officers or employees of the Surplus Marketing Administration as he deems necessary or desirable, any of the powers hereby vested in the Administrator.

(e) To carry out and complete all programs the administration of which has previously been vested in the Federal Surplus Commodities Corporation, and to utilize the Surplus Marketing Administration for this purpose.

Organization 1(SMA)

DEPARTMENT OF AGRICULTURE

WASHINGTON

June 29, 1940.

MEMORANDUM NO. 872

ORDER OF THE SECRETARY OF AGRICULTURE
CONCERNING THE OPERATION OF THE SURPLUS
MARKETING ADMINISTRATION

1. Pursuant to the power vested in the Secretary of Agriculture by Section 8 of Reorganization Plan No. VI, effective June 30, 1940, the Administrator of the Surplus Marketing Administration of the Department of Agriculture is hereby authorized and empowered to perform the following functions:

(a) To direct and supervise the carrying out of all programs and undertakings authorized or directed by me to be carried out by the Surplus Marketing Administration.

(b) To enter into and execute, in the name of the Surplus Marketing Administration, any and all contracts and agreements which such Administrator deems necessary or desirable in the carrying out of such programs and which are authorized by law.

(c) To direct and supervise the other officers and employees of the Surplus Marketing Administration, and to prescribe their powers and duties.

(d) To delegate, to such officers or employees of the Surplus Marketing Administration as he deems necessary or desirable, any of the powers hereby vested in the Administrator.

(e) To carry out and complete all programs the administration of which has previously been vested in the Federal Surplus Commodities Corporation, and to utilize the Surplus Marketing Administration for this purpose.

2. The business and operations of the Surplus Marketing Administration shall be conducted in accordance with the established departmental procedures and regulations of the Department of Agriculture, except as otherwise provided by the Secretary of Agriculture. When authorized or approved by the Secretary, the purchasing, exchanging, processing, distributing, disposing, transporting, storing, and handling of agricultural commodities and products thereof, and the payment of the inspection costs commissions, and other incidental costs and expenses, in connection therewith, shall be exempted from provisions of existing law, as provided in Public Act No. 165, 75th Congress. Such approval is hereby given in connection with those programs instituted by the Secretary of Agriculture prior to the date of this memorandum.

3. The institution of programs by the Surplus Marketing Administration, the amendment or termination thereof, and the allocation of funds shall be covered by dockets approved by the Administrator of the Surplus Marketing Administration, the Solicitor, the Director of Finance, the Director of Marketing and Regulatory Work, and the Secretary of Agriculture.

4. In the absence of the Administrator of the Surplus Marketing Administration, an Assistant Administrator, designated for the purpose by the Administrator, shall exercise all the powers and functions vested in the Administrator by this memorandum.

5. The Northeastern Timber Salvage Administration shall operate within the Surplus Marketing Administration in the same manner as it has heretofore operated within the Federal Surplus Commodities Corporation, under the same name, and with the same powers and functions. The Chief of the Forest Service, or, during his absence or incapacity to act and for any period in which a vacancy in the office of such Chief may exist, the Acting Chief of the Forest Service, shall serve as Administrator of the Northeastern Timber Salvage Administration and, for that purpose, shall continue to have all the powers and authority conferred upon him by resolution of the Board of Directors of the Federal Surplus Commodities Corporation adopted on January 4, 1940.

H A Wallace

Secretary of Agriculture.

2. The business and operations of the Surplus Marketing Administration shall be conducted in accordance with the established departmental procedures and regulations of the Department of Agriculture, except as otherwise provided by the Secretary of Agriculture. When authorized or approved by the Secretary, the purchasing, exchanging, processing, distributing, disposing, transporting, storing, and handling of agricultural commodities and products thereof, and the payment of the inspection costs commissions, and other incidental costs and expenses, in connection therewith, shall be exempted from provisions of existing law, as provided in Public Act No. 165, 79th Congress. Such approval is hereby given in connection with those programs instituted by the Secretary of Agriculture prior to the date of this memorandum.

3. The institution of programs by the Surplus Marketing Administration, the amendment or termination thereof, and the allocation of funds shall be covered by dockets approved by the Administrator of the Surplus Marketing Administration, the Solicitor, the Director of Finance, the Director of Marketing and Regulatory Work, and the Secretary of Agriculture.

4. In the absence of the Administrator of the Surplus Marketing Administration, an Assistant Administrator, designated for the purpose by the Administrator, shall exercise all the powers and functions vested in the Administrator by this memorandum.

5. The Northeastern Timber Salvage Administration shall operate within the Surplus Marketing Administration in the same manner as it has heretofore operated within the Federal Surplus Commodities Corporation, under the same name, and with the same powers and functions. The Chief of the Forest Service, or, during his absence or inoperability to act and for any period in which a vacancy in the office of such Chief may exist, the Acting Chief of the Forest Service, shall serve as Administrator of the Northeastern Timber Salvage Administration and, for that purpose, shall continue to have all the powers and authority conferred upon him by resolution of the Board of Directors of the Federal Surplus Commodities Corporation adopted on January 4, 1940.

Secretary of Agriculture.

Files

DEPARTMENT OF AGRICULTURE
WASHINGTON

Ordered E.B.B. #58 7/11/40

July 10, 1940.

FILED

Please return to the Secretary's File Room

MEMORANDUM NO. 873

Enforcement of Tobacco Seed and Plant Exportation Act.

Public No. 543 - 76th Congress, which became a law without the approval of the President, prohibits the exportation of tobacco seed or live tobacco plants from the United States or any Territory to any foreign country except under the provisions of a permit granted by the Secretary of Agriculture. Permits for exportation to be granted only on the basis of satisfactory proof that the seeds or plants are to be used only for experimental purposes.

Responsibility for the enforcement of this Act is assigned to the Chief of the Agricultural Marketing Service.

H A Wallace

Secretary.

Regulatory Work 24

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 10, 1940.

FILED

Please return to the Secretary's File Room

Regulation No. 873

Enforcement of Tobacco Seed and Plant Importation Act.

Public No. 545 - 76th Congress, which became a law without the approval of the President, prohibits the importation of tobacco seed or live tobacco plants from the United States or any Territory to any foreign country except under the provisions of a permit granted by the Secretary of Agriculture. Permits for importation to be granted only on the basis of satisfactory proof that the seeds or plants are to be used only for experimental purposes.

Responsibility for the enforcement of this Act is assigned to the Chief of the Agricultural Marketing Service.

Secretary.

Regulatory Work

File

Ordered 8/6/40 #17 office

8/6/40

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM NO. 874

INVESTIGATION OF CHARGES OF VIOLATIONS OF FEDERAL LAWS RELATING TO NEUTRALITY, ESPIONAGE, SABOTAGE, SUBVERSIVE ACTIVITIES, AND KINDRED OFFENSES.

The President has requested the Attorney General to instruct the Federal Bureau of Investigation of the Department of Justice to take charge of investigation work in matters relating to espionage, sabotage, and violations of the neutrality regulations. The President stated:

"This task must be conducted in a comprehensive and effective manner on a national basis, and all information must be carefully sifted out and correlated in order to avoid confusion and irresponsibility.

"To this end I request all police officers, sheriffs, and all other law enforcement officers in the United States promptly to turn over to the nearest representative of the Federal Bureau of Investigation any information obtained by them relating to espionage, counter-espionage, sabotage, subversive activities, and violations of the neutrality laws."

The Attorney General has issued the following instructions to the United States Attorneys and Marshals:

"The duty and function of the citizen is to report to local representatives of the Federal Bureau of Investigation all information relating to violations of this character and not to engage in investigative activity relative thereto. United States Attorneys and Marshals are likewise requested to refer reports, information and any persons having or claiming to have information of violations in this category to the nearest representative or field office of the said Bureau.

"Certain of these individuals and groups may offer their active cooperation and propose the formation of volunteer associations and citizen counter-espionage units. Counter-espionage activity by individuals or groups, without official status or responsibility, and the unauthorized assumption of any investigative functions by such groups should be discouraged. The cooperation of your office is requested to see to it that in no instance should any representative of

Investigations

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

MEMORANDUM NO. 874

INVESTIGATION OF CLAIMS OF VIOLATIONS OF FEDERAL LAWS RELATING TO NEUTRALITY, SEDITIONS, SABOTAGE, SUBVERSIVE ACTIVITIES, AND KINDRED OFFENSES.

Please return to the Secretary's File Room

The President has requested the Attorney General to instruct the Federal Bureau of Investigation of the Department of Justice to take charge of investigation work in matters relating to espionage, sabotage, and violations of the neutrality regulations. The President stated:

"This task must be conducted in a comprehensive and effective manner on a national basis, and all information must be carefully sifted out and correlated in order to avoid confusion and irresponsibility.

"To this end I request all police officers, sheriffs, and all other law enforcement officers in the United States promptly to turn over to the nearest representative of the Federal Bureau of Investigation any information obtained by them relating to espionage, counter-espionage, sabotage, subversive activities, and violations of the neutrality laws."

The Attorney General has issued the following instructions to the United States Attorneys and Marshals:

"The duty and function of the citizen is to report to local representatives of the Federal Bureau of Investigation all information relating to violations of this character and not to engage in investigative activity relative thereto. United States Attorneys and Marshals are likewise requested to refer reports, information and any persons having or claiming to have information of violations in this category to the nearest representative or field office of the said Bureau.

"Certain of these individuals and groups may offer their active cooperation and propose the formation of volunteer associations and citizen counter-espionage units. Counter-espionage activity by individuals or groups, without official status or responsibility, and the unauthorized assumption of any investigative functions by such groups should be discouraged. The cooperation of your office is requested to see to it that in no instance should any representative of

your office directly or indirectly place the Department in the position of approving, encouraging or sponsoring activity of an investigative nature upon the part of any individuals or organizations.

"While it is important that those engaged in illegal acts hostile to the best interests and welfare of the American people be promptly detected and the country protected against their activities, it is equally important that the civil liberties of loyal and innocent individuals be not invaded. Care should be taken to assure aliens of complete and friendly protection under the law. The law enforcement officers of the Federal Government have important responsibilities in helping to maintain a reasonable and healthy attitude on the part of citizens of this country and in the turning of their energies and patriotism into useful and efficient channels."

The Attorney General also stated:

"The procedure contained in the instructions in brief contemplates that the citizen's function is to turn over all information relating to the existence of improper activities in this field to the Federal Bureau of Investigation. The Federal Bureau of Investigation will collect and act as a clearing house of information respecting violations, make the necessary investigations and whenever it appears that a violation of a Federal law may have been committed, will bring the circumstances to the attention of the United States Attorney in the district for the purpose of taking action. The United States Attorney, while having the primary responsibility in the determination of cases for arrest and prosecution, will, except in cases of emergency, secure the prior approval of the Department of Justice in Washington before taking prosecutive action. Within the Department in Washington, a separate unit, known as the Neutrality Laws Unit, has been established to give prompt action on cases submitted to the Department by the United States Attorneys, to coordinate such matters in relation to the Government's other activities and to establish uniform and effective standards which will not only safeguard the national interests but will also secure the rights and civil liberties of the individual."

In accordance with these instructions, any officer or employee of the Department having law enforcement powers will promptly report all information of the kind mentioned to the nearest representative of the Federal Bureau of Investigation. At the same time he will report

your office directly or indirectly place the Department in the position of approving, encouraging or sponsoring activity of an investigative nature upon the part of any individuals or organizations.

"While it is important that those engaged in illegal acts hostile to the best interests and welfare of the American people be promptly detected and the country protected against their activities, it is equally important that the civil liberties of loyal and innocent individuals be not invaded. Care should be taken to assure aliens of complete and friendly protection under the law. The law enforcement officers of the Federal Government have important responsibilities in helping to maintain a reasonable and healthy attitude on the part of citizens of this country and in the turning of their energies and activities into useful and efficient channels."

The Attorney General also stated:

"The procedure contained in the instructions in brief contemplates that the citizen's function is to turn over all information relating to the existence of improper activities in this field to the Federal Bureau of Investigation. The Federal Bureau of Investigation will collect and act as a clearing house of information respecting violations, make the necessary investigations and whenever it appears that a violation of a Federal law may have been committed, will bring the circumstances to the attention of the United States Attorney in the district for the purpose of taking action. The United States Attorney, while having the primary responsibility in the determination of cases for arrest and prosecution, will, except in cases of emergency, secure the prior approval of the Department of Justice in Washington before taking prosecutive action. Within the Department in Washington, a separate unit, known as the Neutrality Law Unit, has been established to give prompt action on cases submitted to the Department by the United States Attorneys, to coordinate such matters in relation to the Government's other activities and to establish uniform and effective standards which will not only safeguard the national interests but will also secure the rights and civil liberties of the individual."

In accordance with these instructions, any officer or employee of the Department having law enforcement powers will promptly report all information of the kind mentioned to the nearest representative of the Federal Bureau of Investigation. At the same time he will report

his action through supervisory channels to his bureau chief for reference to the Office of Personnel. In no event shall investigation be made by Department employees.

Officers and employees having law enforcement powers should acknowledge receipt of these instructions through supervisory channels to their bureau chiefs.

I endorse the philosophy which underlies this statement and commend it to the attention of every employee of the Department.

H A Wallace

Secretary

his action through supervisory channels to his bureau chief for reference to the Office of Personnel. In no event shall investigation be made by Department employees.

Officers and employees having law enforcement powers should acknowledge receipt of these instructions through supervisory channels to their bureau chiefs.

I endorse the philosophy which underlies this statement and command it to the attention of every employee of the Department.

Secretary

File

DEPARTMENT OF AGRICULTURE
WASHINGTON

Ordered #282 8/12/40

August 12, 1940.

MEMORANDUM NO. 875

In order to facilitate compliance with the provisions of Executive Order No. 8455 dated June 25, 1940 (5 F.R. 2420), and Regulation No. I issued under the authority thereof by the Director of the Bureau of the Budget and the Chairman of the National Resources Planning Board on July 16, 1940, the Department of Agriculture will deal as a "single construction agency" with the Bureau of the Budget and the National Resources Planning Board.

Under the Executive Order, the Secretary of Agriculture as chief of the construction agency is responsible for carrying out the provisions of the Order and of regulations pursuant thereto insofar as they affect the Department of Agriculture. I hereby delegate this responsibility to the Director of Finance and the Land Use Coordinator. The Director of Finance will be responsible for relations with the Bureau of the Budget and the Land Use Coordinator will be responsible for relations with the National Resources Planning Board. They are authorized to issue jointly in the form of Budget and Finance Circulars whatever detailed instructions may be necessary for the Department to carry out its functions under Executive Order 8455 and regulations pursuant thereto.

Grover B. Hill

Acting Secretary.

Authorization

DEPARTMENT OF AGRICULTURE

WASHINGTON

August 12, 1940.

FILED

★

Please return to
the Secretary's Room 4004

MEMORANDUM NO. 875

In order to facilitate compliance with the provisions of Executive Order No. 8485 dated June 25, 1940 (5 F.R. 2420), and Regulation No. 1 issued under the authority thereof by the Director of the Bureau of the Budget and the Chairman of the National Resources Planning Board on July 16, 1940, the Department of Agriculture will deal as a "single construction agency" with the Bureau of the Budget and the National Resources Planning Board.

Under the Executive Order, the Secretary of Agriculture as chief of the construction agency is responsible for carrying out the provisions of the Order and of regulations pursuant thereto insofar as they affect the Department of Agriculture. I hereby delegate this responsibility to the Director of Finance and the Land Use Coordinator. The Director of Finance will be responsible for relations with the Bureau of the Budget and the Land Use Coordinator will be responsible for relations with the National Resources Planning Board. They are authorized to issue jointly in the form of Budget and Finance Circulars whatever detailed instructions may be necessary for the Department to carry out the functions under Executive Order 8485 and regulations pursuant thereto.

Acting Secretary.

September 12, 1940.

MEMORANDUM No. 876

DESIGNATION OF SURPLUS MARKETING ADMINISTRATION IN CONNECTION WITH THE PURCHASE OF AGRICULTURAL COMMODITIES FOR DELIVERY TO THE AMERICAN RED CROSS.

The Surplus Marketing Administration is hereby designated as the agency to purchase, transport, and deliver to the American Red Cross the agricultural supplies which are to be acquired pursuant to Executive Order No. 8495, issued on July 26, 1940, by the President of the United States in accordance with the provisions of Section 40 of the Emergency Relief Appropriation Act of 1941.

Any proposed operations hereunder which the American Red Cross and the Surplus Marketing Administration may determine upon shall be submitted by the Surplus Marketing Administration for the approval of the Solicitor, the Director of Finance, the Director of Marketing, and the Secretary of Agriculture.

Claude R. Wickard
Secretary.

September 11, 1940.

MEMORANDUM NO. 274

DESIGNATION OF SURPLUS MARKETING ADMINIS-
TRATION IN CONNECTION WITH THE PURCHASE OF
AGRICULTURAL COMMODITIES FOR DELIVERY TO
THE AMERICAN RED CROSS.

The Surplus Marketing Administration is hereby designated as the agency to purchase, transport, and deliver to the American Red Cross the agricultural supplies which are to be acquired pursuant to Executive Order No. 8495, issued on July 26, 1940, by the President of the United States in accordance with the provisions of Section 40 of the Emergency Relief Appropriation Act of 1941.

Any proposed operations hereunder which the American Red Cross and the Surplus Marketing Administration may determine upon shall be submitted by the Surplus Marketing Administration for the approval of the Solicitor, the Director of Finance, the Director of Marketing, and the Secretary of Agriculture.

Secretary.

Files

Ordered #424 10/1/40 (R)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 1, 1940

MEMORANDUM NO. 877

FILED

Please return to the Secretary's File Room

SELECTIVE TRAINING AND SERVICE

As the result of passage of the Selective Training and Service Act of 1940 and Public Resolution No. 96, 76th Congress, a substantial number of employees of the Department will be called for training in the military service of the United States during the next twelve months. This will include members of the National Guard and Reserve contingents of the armed forces of the United States as well as several thousand employees of all bureaus and offices of the Department who are eligible for training under the Selective Training and Service Act of 1940.

Every man within the age group of 21 to 35, inclusive, will present himself for and submit to registration at a duly designated place of registration within the precinct, district, or registration area in which he has his permanent home or in which he may happen to be on the date set by Presidential proclamation.

The first registration under the Selective Training and Service Act of 1940 will take place on Wednesday, the 16th day of October 1940 between the hours of 7 a.m. and 9 p.m. Employees of the Department who are subject to registration shall be excused from the performance of their regular duties for a period of sufficient duration to enable them to present themselves for and submit to registration. Such time off shall not be charged against annual or any other type of leave and shall be granted without loss of pay.

It is the desire and the intention of the Department to cooperate in every way in the furtherance of the National Defense Program of the Congress and the President; at the same time we are advised that in so far as possible the effective operation of non-military programs of national interest should not be jeopardized by mobilization.

One of the difficult problems of the Department over the next few months will be, therefore, to cooperate fully with the defense program while at the same time attempting to preserve an adequate staff of key personnel.

Deferments and exemptions are, quite properly, limited. Both the Guard and Reserves mobilization resolution and the Selective Service Act provide for the deferment of certain necessary civilian employees. The Resolution authorizing mobilization of the National Guard and Army

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 1, 1940

MEMORANDUM NO. 222
SELECTIVE TRAINING AND SERVICE

As the result of passage of the Selective Training and Service Act of 1940 and Public Resolution No. 96, 76th Congress, a substantial number of employees of the Department will be called for training in the military service of the United States during the next twelve months. This will include members of the National Guard and Reserve contingents of the armed forces of the United States as well as several thousand employees of all bureaus and offices of the Department who are eligible for training under the Selective Training and Service Act of 1940.

Every man within the age group of 21 to 35, inclusive, will present himself for and submit to registration at a duly designated place of registration within the precinct, district, or registration area in which he has his permanent home or in which he may happen to be on the date set by Presidential proclamation.

The first registration under the Selective Training and Service Act of 1940 will take place on Wednesday, the 16th day of October 1940 between the hours of 7 a.m. and 9 p.m. Employees of the Department who are subject to registration shall be excused from the performance of their regular duties for a period of sufficient duration to enable them to present themselves for and submit to registration. Such time off shall not be charged against annual or any other type of leave and shall be granted without loss of pay.

It is the desire and the intention of the Department to cooperate in every way in the furtherance of the National Defense Program of the Congress and the President; at the same time we are advised that in so far as possible the effective operation of non-military programs of national interest should not be jeopardized by mobilization.

One of the difficult problems of the Department over the next few months will be, therefore, to cooperate fully with the defense program while at the same time attempting to preserve an adequate staff of key personnel.

Deferments and exemptions are, quite properly, limited. Both the Guard and Reserves mobilization resolution and the Selective Service Act provide for the deferment of certain necessary civilian employees. The Resolution authorizing mobilization of the National Guard and Army

Reserves (Public Resolution No. 96, 76th Congress) vests discretion in the President to call "any or all members and units" into active service for one year.

The Selective Training and Service Act of 1940 (Public No. 783, 76th Congress) specifically authorizes the President "To provide for the deferment from training and service . . . of any person holding an office . . . under the United States or any State, Territory, or the District of Columbia, whose continued service in such office is found . . . to be necessary to the maintenance of the public health, safety, or interest." The Act further provides that "no deferment from such training or service shall be made in the case of any individual except on the basis of the status of such individual, and no such deferment shall be made of individuals by occupational groups or of groups of individuals in any plant or institution." Provision is also made for the deferment of those men in a status with respect to persons dependent upon them for support which renders their deferment advisable.

Although it is realized that a substantial number of registrants from the Department will be included in the latter group and that many others are not holding key positions, there will be cases where a deferment of an individual will be extremely important to the Department.

Local registration boards are empowered to hear and determine, subject to the right of appeal, all questions or claims with respect to inclusion for, or exemption or deferment from, training and service under the Selective Training and Service Act of 1940.

It is highly desirable to have a common Departmental viewpoint on the question of deferments and of course only those which are fully justified will be approved by the local board. When such action is necessary, chiefs of bureaus and offices should not hesitate to recommend deferments to the local boards in order to protect the broader interests of the Government, irrespective of whether the employee has indicated his desire to be deferred. The wishes of the individual in such a case should be subordinated to the needs of the Government. No office is authorized to recommend the deferment of an employee to a local board without express authority, telegraphic or otherwise, from the chief of bureau or office in the particular case.

It should be emphasized that all registrants will not immediately be called for service, but that such calls will be made over an extended period of months. In order to reduce the impact of the temporary loss of employees from the Department and to minimize the need for deferment, steps should immediately be taken (1) to make provisions for the training of employees to fill the positions of those who probably will be called for service, (2) to anticipate such recruiting measures as will

Reserves (Public Resolution No. 96, 76th Congress) vests discretion in the President to call "any or all members and units" into active service for one year.

The Selective Training and Service Act of 1940 (Public No. 783, 76th Congress) specifically authorizes the President "To provide for the deferment from training and service . . . of any person holding an office . . . under the United States or any State, Territory, or the District of Columbia, whose continued service in such office is found . . . to be necessary to the maintenance of the public health, safety, or interest." The Act further provides that "no deferment from such training or service shall be made in the case of any individual except on the basis of the status of such individual, and no such deferment shall be made of individuals by occupational groups or of groups of individuals in any plant or institution." Provision is also made for the deferment of those men in a status with respect to persons dependent upon them for support which renders their deferment advisable.

Although it is realized that a substantial number of registrants from the Department will be included in the latter group and that many others are not holding key positions, there will be cases where a deferment of an individual will be extremely important to the Department.

Local registration boards are empowered to hear and determine, subject to the right of appeal, all questions or claims with respect to inclusion for, or exemption or deferment from, training and service under the Selective Training and Service Act of 1940.

It is highly desirable to have a common Department viewpoint on the question of deferments and of course only those which are fully justified will be approved by the local board. When such action is necessary, chiefs of bureaus and offices should not hesitate to recommend deferments to the local boards in order to protect the broader interests of the Government, irrespective of whether the employee has indicated his desire to be deferred. The wishes of the individual in such a case should be subordinated to the needs of the Government. No office is authorized to recommend the deferment of an employee to a local board without express authority, telegraphic or otherwise, from the chief of bureau or office in the particular case.

It should be emphasized that all registrants will not immediately be called for service, but that such calls will be made over an extended period of months. In order to reduce the impact of the temporary loss of employees from the Department and to minimize the need for deferment, steps should immediately be taken (1) to make provisions for the training of employees to fill the positions of those who probably will be called for service, (2) to anticipate such recruiting measures as will

be necessary, (3) to ascertain immediately the names of employees registered, make a study of each individual case and to determine whether from the bureau standpoint the interest of the Government could best be served by retention in his present position, and (4) to submit recommendations of the chief of bureau or office with supporting data to the Director of Personnel for decision in accordance with Departmental policy.

No deferments from training and service will be made in the case of any individual except upon the basis of the status of such individual and no such deferment will be made of individuals by occupational groups or of groups of individuals in any organization.

In recommending deferments bureaus and offices should consider the difficulty of replacing an individual, the time required to train suitable substitutes; the particular type of work, primarily its importance in relation to national health, safety, and interest, and secondarily to the programs of the Department; and the desirability of having employees complete extremely important assignments. Such recommendation might include men in policy-forming positions and supervisory or nonsupervisory employees who because of special knowledge and ability in a particular area of essential activity could not be removed or replaced without seriously handicapping the program with which they are concerned. Professional and other employees engaged in work projects closely related to the national defense might also be recommended for deferment.

In any case deferments on the basis of importance to the Department should be requested only after it is clear that no deferment for other reasons, such as dependents or physical disability, will be permitted for the particular employee involved.

In those few cases where time does not permit the submission of a recommendation for deferment to the Director of Personnel for advice as to policy, the bureau chief will act thereon and return the recommendation to the local registration board. Within ten days a report on the case will be submitted to the Director of Personnel containing the name of the individual, location of his station, title and grade of his position, and the reasons upon which deferment was recommended.

It should be borne in mind that no exemption or deferment from training and service under the Selective Training and Service Act will continue after the cause therefor ceases to exist.

In order to insure a consistent Departmental policy which will be in consonance with Government-wide policy, an Advisory Committee on Selective Service is hereby appointed which will be available for the guidance and assistance of bureau chiefs in matters relating to

be necessary, (3) to ascertain immediately the names of employees registered, make a study of each individual case and to determine whether from the bureau standpoint the interest of the Government could best be served by retention in his present position, and (4) to submit recommendations of the chief of bureau or office with supporting data to the Director of Personnel for decision in accordance with Departmental policy.

No deferments from training and service will be made in the case of any individual except upon the basis of the status of such individual and no such deferment will be made of individuals by occupational groups or of groups of individuals in any organization.

In recommending deferments bureaus and offices should consider the difficulty of replacing an individual, the time required to train suitable substitutes; the particular type of work, primarily its importance in relation to national health, safety, and interest, and secondarily to the programs of the Department; and the desirability of having employees complete extremely important assignments. Such recommendation might include men in policy-forming positions and supervisory or nonsupervisory employees who because of special knowledge and ability in a particular area of essential activity could not be removed or replaced without seriously handicapping the program with which they are concerned. Professional and other employees engaged in work projects closely related to the national defense might also be recommended for deferment.

In any case deferments on the basis of importance to the Department should be requested only after it is clear that no deferment for other reasons, such as dependents or physical disability, will be permitted for the particular employee involved.

In those few cases where time does not permit the submission of a recommendation for deferment to the Director of Personnel for advice as to policy, the bureau chief will act thereon and return the recommendation to the local registration board. Within ten days a report on the case will be submitted to the Director of Personnel containing the name of the individual, location of his station, title and grade of his position, and the reasons upon which deferment was recommended.

It should be borne in mind that no exemption or deferment from training and service under the Selective Training and Service Act will continue after the cause therefor ceases to exist.

In order to insure a consistent Departmental policy which will be in consonance with Government-wide policy, an Advisory Committee on Selective Service is hereby appointed which will be available for the guidance and assistance of bureau chiefs in matters relating to

the Selective Training and Service Act, the Joint Resolution Authorizing Mobilization of the National Guard and Army Reserves (Public Resolution No. 96, 76th Congress), and particularly on questions of deferment. The Committee will review reports on and recommendations for deferment and will be responsible for developing uniform and equitable policies.

Membership of the Committee will include Mr. S. B. Herrell, Office of Personnel, Chairman; Mr. Frederic S. Moise, Office of Solicitor; and Mr. Robert W. Trullinger, Office of Experiment Stations.

In the case of any employee of the Department who in order to perform such training and service, as required by the Selective Training and Service Act, has left or leaves his position, other than temporary position, and who upon satisfactory completion of such period of training and service (1) has received a certificate to that effect, (2) is still qualified to perform the duties of such position, and (3) makes application for reemployment within forty days after he is relieved from such training and service, shall be restored to such position or to a position of like seniority, status, and pay.

Supplemental memorandums on this subject will be issued as necessary.

Paul H. Appleby

Acting Secretary

the Selective Training and Service Act, the Joint Resolution Authorizing Mobilization of the National Guard and Army Reserves (Public Resolution No. 96, 76th Congress), and particularly on questions of deferment. The Committee will review reports on and recommendations for deferment and will be responsible for developing uniform and equitable policies.

Membership of the Committee will include Mr. S. B. Herrell, Office of Personnel, Chairman; Mr. Frederic S. Moies, Office of Solicitor; and Mr. Robert W. Trullinger, Office of Experiment Stations.

In the case of any employee of the Department who in order to perform such training and service, as required by the Selective Training and Service Act, has left or leaves his position, other than temporary position, and who upon satisfactory completion of such period of training and service (1) has received a certificate to that effect, (2) is still qualified to perform the duties of such position, and (3) makes application for reemployment within forty days after he is relieved from such training and service, shall be restored to such position or to a position of like seniority, status, and pay.

Supplemental memorandums on this subject will be issued as necessary.

Secretary

Reg. 779
3-11-42

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 10, 1942.

MEMORANDUM NO. 877, SUPPLEMENT NO. 1

SELECTIVE TRAINING AND SERVICE

The President, on February 9, 1942, notified heads of departments as follows:

> "It is essential that an equitable and uniform practice be followed in applying the provisions of the Selective Service and Training Act of 1940 to officers and employees in the Federal service.
>
> The policy with respect to deferment from military training and service on occupational grounds recommended in the attached memorandum, dated February 5, 1942, has my approval, and all concerned will be governed accordingly."

Quoted in part below are the contents of the above mentioned memorandum, dealing with deferment on occupational grounds:

> "1. Request for the deferment from service under the Selective Training and Service Act, approved September 16, 1940, as amended, of any officer or employee of the United States government shall be made only by the head of the agency, or by a person designated by such head to take such action. Such request must be made on the form or forms prescribed by the Selective Service system.
>
> 2. No such request for deferment shall be made except when the head of the appropriate agency, or a person designated by him, shall certify that
>
> (a) The officer or employee is in a position, the duties of which are clearly related to the war effort or to essential supporting activities, and that
>
> (b) The officer or employee is in a type of position listed by the Selective Service system as one in which it is difficult to obtain replacements, or a type of position in which he cannot be readily replaced except by the training of a successor through work experience for a period of at least six months.

DEPARTMENT OF AGRICULTURE
WASHINGTON

3. The initial request for deferment will, in accordance with Selective Service regulations, be for a period of not to exceed six months. If the duties of the position occupied by the officer or employee are of a type which require work experience of less than two years to attain a reasonable competence in their performance, the appropriate agency will take immediate steps to train a successor.

4. Request for deferment beyond the initial six month period will not be made except when the head of the department shall certify that one of the following conditions exists:

(a) That to attain reasonable competence in the performance of the duties of the position occupied by the officer or employee requires work experience of two years or more.

(b) That a replacement has been secured but that a further period of training is required before the trainee is qualified to assume the responsibilities of the position.

(c) That the Selective Service system has found that a shortage of persons with the qualifications required in the position exists and it has been impossible to secure a replacement.

5. The heads of all departments, independent establishments and other Federal agencies will immediately make an inventory of officers and employees who, in all probability, will be placed in class 1-A and, where necessary, recruit and begin the training of persons who, when the officers or employees now holding the positions are inducted into the military service, will be ready to assume the duties and responsibilities of the positions thus made vacant."

The essential elements of this policy were adopted by the Department of Agriculture immediately following the enactment of the Selective Training and Service Act. An inventory of the type requested in paragraph 5 was made at that time by each bureau and office in the Department. Bureaus and offices should keep up-to-date information as to employees likely to be placed in class 1-A, and take steps to recruit and train necessary replacements.

The Director of Personnel is authorized to request deferment of employees of the Department of Agriculture in appropriate cases, and to make the certifications required. The Advisory Committee on Selective Service established by Secretary's Memorandum No. 877, dated October 1, 1940, will continue to render

3. The initial request for deferment will, in accordance with Selective Service regulations, be for a period of not to exceed six months. If the duties of the position occupied by the officer or employee are of a type which requires work experience of less than two years to attain a reasonable competence in their performance, the appropriate agency will take immediate steps to train a successor.

4. Request for deferment beyond the initial six month period will not be made except when the head of the department shall certify that one of the following conditions exists:

(a) That to attain reasonable competence in the performance of the duties of the position occupied by the officer or employee requires work experience of two years or more.

(b) That a replacement has been secured but that a further period of training is required before the trainee is qualified to assume the responsibilities of the position.

(c) That the Selective Service System has found that a shortage of persons with the qualifications required in the position exists and it has been impossible to secure a replacement.

5. The heads of all departments, independent establishments and other Federal agencies will immediately make an inventory of officers and employees who, in all probability, will be placed in class 1-A and, where necessary, recruit and begin the training of persons who, when the officers or employees now holding the positions are inducted into the military service, will be ready to assume the duties and responsibilities of the positions thus made vacant."

The essential elements of this policy were adopted by the Department of Agriculture immediately following the enactment of the Selective Training and Service Act. An inventory of the type requested in paragraph 5 was made at that time by each bureau and office in the Department. Bureaus and offices should keep up-to-date information as to employees likely to be placed in class 1-A, and take steps to recruit and train necessary replacements.

The director of Personnel is authorized to request deferment of employees of the Department of Agriculture in appropriate cases, and to make the certifications required. The Advisory Committee on Selective Service established by Secretary's Memorandum No. 877, dated October 1, 1940, will continue to render

advice and assistance to the Director of Personnel in the exercise of this function. Requests for deferment shall be submitted by bureaus and offices according to the procedures set forth in Secretary's Memorandum No. 877, and in Personnel Circular No. 100, dated November 16, 1940, and supplements thereto issued by the Director of Personnel. The fourth full paragraph on page 3 of Secretary's Memorandum No. 877 is rescinded, as are any other provisions of existing instructions regarding occupational deferment which are in conflict with the foregoing statement of policy.

Claude R. Wickard

Secretary

PERSONNEL
Selective Training and Service, Deferment on occupational grounds
Military Service, Deferment from on occupational grounds
Deferment from Military Service on occupational grounds

advice and assistance to the Director of Personnel in the exercise of this function. Requests for deferment shall be submitted by bureaus and offices according to the procedures set forth in Secretary's Memorandum No. 677, and in Personnel Circular No. 100, dated November 16, 1950, and supplements thereto issued by the Director of Personnel. The fourth full paragraph on page 3 of Secretary's Memorandum No. 677 is rescinded. As are any other provisions of existing instructions regarding occupational deferment which are in conflict with the foregoing statement of policy.

Secretary

ENCLOSURE:
Selective Training and Service, Deferment on occupational grounds
Military Service, Deferment from on occupational grounds
Deferment from Military service on occupational grounds

Reg 2 645
4-27-42

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 24, 1942

MEMORANDUM NO. 877, SUPPLEMENT NO. 2

Selective Training and Service

Effective immediately, Mr. Ralph F. Koebel, Office of the Solicitor, is designated to replace Mr. Frederic S. Moise on the Advisory Committee on Selective Service established in Secretary's Memorandum No. 877, dated October 1, 1940.

Grover B. Hill
Assistant Secretary

PERSONNEL
Selective Training & Service, Advisory Committee
Committee on Selective Service, Advisory
AT

Reg. & 644
4-27-4

DEPARTMENT OF AGRICULTURE
WASHINGTON

Reg. No. 1052 (Sec)
9-8-42

September 7, 1942

MEMORANDUM NO. 877, SUPPLEMENT NO. 3

Selective Training and Service

Effective immediately, Mr. Robert M. Moore, Office of Personnel, is designated as an alternate on the Advisory Committee on Selective Service established in Secretary's Memorandum No. 877, dated October 1, 1940.

Mr. Moore will function as alternate in the absence of any member of the Committee.

Paul H. Appleby
Under Secretary

PERSONNEL
Committee on Selective Service, Advisory, Designation of Member
Selective Training and Service, Advisory, Committee on, Designation of Member

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 7, 1942

MEMORANDUM NO. 877, SUPPLEMENT NO. 3

Selective Training and Service

Effective immediately, Mr. Robert M. Moore, Office of Personnel, is designated as an alternate on the Advisory Committee on Selective Service established in Secretary's Memorandum No. 877, dated October 1, 1940.

Mr. Moore will function as alternate in the absence of any member of the Committee.

Under Secretary

FEDERAL:
Committee on Selective Service, Advisory, Designation of Member
Selective Training and Service, Advisory, Committee on, Designation of Member

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 18, 1942

MEMORANDUM NO. 877, SUPPLEMENT NO. 4

Selective Training and Service

The Department has received the following memorandum from the President, dated November 17, 1942:

"I am most anxious to make sure that no man should be deferred from military service by reason of his employment in any Federal department or agency either in Washington or in any other place.

If any such deferment has been given to anyone within your respective jurisdiction, would you please arrange for cancellation thereof as soon as possible and notify the Selective Service Board having jurisdiction? No further requests for deferment by reason of such employment should be made either by the agency or by the employee.

I am sure that in the overwhelming number of cases, this action will be welcomed by the young men themselves who are involved.

I know that in certain technical or highly scientific or specialized branches of the service there are a few employees who, by reason of unique experience, are really irreplaceable by women or older men. If there are any which in your opinion fall within this category, will you please write me the full details of them so that their cases may be passed on individually."

In view of this memorandum, all existing instructions in the Department of Agriculture with respect to deferments, and requests for deferments, are hereby rescinded in so far as they may be in conflict with the President's statement quoted above.

Grover B Hill
Assistant Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

November 18, 1942

MEMORANDUM NO. 377, SUPPLEMENT NO. 4

Selective Training and Service

The Department has received the following memorandum from the President, dated November 17, 1942:

"I am most anxious to make sure that no man should be deferred from military service by reason of his employment in any Federal department or agency either in Washington or in any other place.

If any such deferment has been given to anyone within your responsive jurisdiction, would you please arrange for cancellation thereof as soon as possible and notify the Selective Service Board having jurisdiction. No further requests for deferment by reason of such employment should be made either by the agency or by the employee.

I am sure that in the overwhelming number of cases, this action will be welcomed by the young men themselves who are involved.

I know that in certain technical or highly scientific or specialized branches of the service there are a few employees who, by reason of unique experience, are really irreplaceable by women or older men. If there are any which in your opinion fall within this category, will you please write me the full details of them so that their cases may be passed on individually."

In view of this memorandum, all existing instructions in the Department of Agriculture with respect to deferments and requests for deferments are hereby rescinded in so far as they may be in conflict with the President's statement quoted above.

Assistant Secretary

Regn. 4119
Dated 3-12-43.

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 11, 1943

Oct 1-1940
Pers 17-1

MEMORANDUM NO. 877, REVISION 1

Selective Training and Service

Pursuant to paragraph 2 of Part II of Executive Order 9309, approved March 6, 1943, a copy of which is attached, I hereby designate, effective March 6, 1943, a Committee on Deferment of Government Employees. This committee shall constitute the Department of Agriculture Agency Committee within the meaning of said paragraph and, subject to my direction, shall have complete authority to carry out the responsibilities assigned in the Order.

Membership of the Committee will include Mr. S. B. Herrell, Office of Personnel, Chairman; Mr. Ralph F. Koebel, Office of the Solicitor; Mr. Robert W. Trullinger, Agricultural Research Administration, and Mr. Joseph P. Findlay, Office of Personnel, to function as alternate in the absence of any member of the committee.

The Department of Agriculture Committee on Deferment of Government Employees is authorized to utilize the services of any Department employee, on a temporary detail basis, for the purpose of giving effect to Executive Order 9309.

Memorandum No. 877, dated October 1, 1940, and supplements thereto, numbered 1 through 5, are hereby rescinded.

Claude R. Wickard
Secretary

Attachment

MEMORANDUM NO. 877, REVISION 1

Selective Training and Service

Pursuant to paragraph 2 of Part II of Executive Order 9000, approved March 6, 1942, a copy of which is attached, I hereby designate, effective March 6, 1942, a Committee on Deferment of Government Employees. This committee shall constitute the Department of Agriculture Agency Committee within the meaning of said paragraph and, subject to my direction, shall have complete authority to carry out the responsibilities assigned in the Order.

Membership of the Committee will include Mr. S. B. Morrill, Office of Personnel, Chairman; Mr. Ralph F. Robbel, Office of the Solicitor; Mr. Robert M. Trullinger, Agricultural Research Administration, and Mr. Joseph E. Findlay, Office of Personnel, to function as alternate in the absence of any member of the committee.

The Department of Agriculture Committee on Deferment of Government Employees is authorized to utilize the services of any Department employee, on a temporary detail basis, for the purpose of giving effect to Executive Order 9000.

Memorandum No. 877, dated October 1, 1940, and supplements thereto, numbered 1 through 6, are hereby rescinded.

Secretary

Attachment

EXECUTIVE ORDER 9309

CONTROLLING GOVERNMENT REQUESTS FOR THE SELECTIVE SERVICE DEFERMENT OF FEDERAL EMPLOYEES

By virtue of the authority vested in me by the Constitution and statutes (including the Selective Training and Service Act of 1940, as amended) as President of the United States, and in order to further the prosecution of the war by conserving and most effectively utilizing manpower and by systematizing the handling of necessary selective service occupational deferment of employees in the Executive branch of the Federal Government, it is ordered as follows:

I. LIMITATIONS ON RIGHT TO REQUEST OCCUPATIONAL DEFERMENT

1. No agency shall request the selective service deferment of any employee on occupational grounds except in accordance with the provisions of this Order. No employee shall initiate a request for his own deferment on occupational grounds or advocate the making of such a request on his own behalf.

2. No such request shall be made unless it is determined, in the manner herein provided, that the employee's civilian services are essential in that the loss thereof would substantially impair activities essential to the war effort (including necessary supporting activities and the maintenance of the national health, safety, and interest). In determining whether such an employee's services are thus essential, consideration shall be given to all relevant factors, including the actual effectiveness of the employee, the difficulty of replacing him, his age, his qualifications, his assignment to duties outside the continental United States and the length of his service in the position he occupies or in positions with comparable duties.

3. No such request shall be made for a period longer than is deemed to be absolutely necessary nor for a period of more than six months.

II. ESTABLISHMENT OF COMMITTEES

1. The Chairman of the War Manpower Commission (hereinafter referred to as the Chairman) shall designate with the approval of the President a chairman and two members of a War Manpower Commission committee to be known as the Review Committee on Deferment of Government Employees (hereinafter referred to as the Review Committee). Such Committee shall be subject to the supervision and direction of the Chairman.

2. The head of each agency shall designate a Committee on Deferment of Government Employees (hereinafter referred to as an Agency Committee), of three to five members possessing a comprehensive view of the needs of the agency. For the purposes of this Order the Government of the District of Columbia shall be deemed to be an agency. Each Agency Committee shall be subject to the supervision and direction of the head of the agency.

3. When authorized by the Review Committee, the head of any agency may also designate regional committees whenever the number and geographical distribution of the personnel of the agency make such action desirable. Within their respective areas such regional committees shall have the authority and responsibility of an Agency Committee; and as used in this Order the term "Agency Committee" shall include a regional committee established under this section.

III. DESIGNATION OF KEY POSITIONS

1. Each Agency Committee, with the approval of the head of the agency, shall submit to the Review Committee for its approval a list of those positions in the agency deemed necessary to carry out activities essential to the war effort or to necessary supporting activities. All such positions approved by the Review Committee shall be known as "key positions." The Review Committee, either on its own motion or upon recommendation made by the Agency Committee and approved by the head of the agency, may revise the list of key positions of that agency as conditions warrant.

2. Key positions shall be limited to positions involving serious difficulty of replacement because a scarcity of available qualified personnel exists and because any incumbent of the position must have had, in order to perform the duties effectively, an extended period of training or specialized experience. The designation of key positions shall be further governed by the following criteria:

a. The work is of a responsible administrative, executive, or supervisory character in activities directly related to the war effort, or to the essential maintenance of orderly government (including the maintenance of the health, morale, and security of the nation); or

b. The work is a part of the actual production, transportation, or handling of war materials, equipment, or commodities, or of the maintenance or operation of war equipment, or of the transportation of war personnel; or

c. The work is of a professional, semiprofessional, or highly specialized character, requiring extended training, in an occupation where a known scarcity of manpower exists; or

d. The work usually requires male employees because of peculiar circumstances or requisite physical abilities, including the occupations of seamen, investigatory agents, forest rangers, border patrolmen, prison guards, and other comparable occupations wherein replacement within necessary age limits is difficult.

IV. REQUESTS FOR DEFERMENT

1. In accordance with the provisions of this Order, and subject to the limitations set forth in Part I hereof, an Agency Committee may, in cases not covered by the Replacement Schedule procedure set forth in paragraph 5 of this Part, prepare and submit to the appropriate local selective service board a request for the occupational deferment of—

a. Any employee of the agency who occupies a key position and whose civilian services are essential within the meaning of paragraph 2 of Part I hereof.

b. Any employee of the agency not occupying a key position whose civilian services are essential within the meaning of paragraph 2 of Part I hereof, if unusual and special circumstances, such as the employee's unique fitness for the work or unique familiarity with a

specific project in the course of completion make such deferment request necessary. No request for deferment shall be made under this subparagraph except with the prior specific approval of the Review Committee.

2. Subject to the conditions set forth in this Order, the Agency Committees shall make all requests for selective service occupational deferment of employees of their respective agencies, and shall prepare and submit such requests to local selective service boards in accordance with selective service regulations.

3. In preparing the prescribed selective service form for submitting a request for occupational deferment to the local selective service board, the Agency Committee shall enter on such form the words "Government Request," and shall also indicate thereon the name of the agency and the subordinate part thereof in which the registrant is employed.

4. In any case in which a Government request for deferment is denied by a local selective service board, the Agency Committee concerned shall at once file an appeal from such action. The appeal shall stay the induction of the employee affected until final decision in the case.

5. The Chairman, upon his own motion or upon recommendation made by an Agency Committee and approved by the head of the agency, shall determine, after consultation with the Review Committee, those manufacturing, servicing, operating, and transporting activities of an agency or part thereof with respect to which deferment problems can be best met through use of manning tables and replacement schedules. He shall thereupon direct the head of the agency concerned to prepare and use, with respect to those activities or organizations, manning tables and replacement schedules, in accordance with the regulations prescribed by the Chairman. Such agency or part thereof shall thereafter be exempt from the provisions of Part III of this Order (providing for the designation of key positions) and the provisions of this Order governing the making of requests for deferment of employees to the extent and in the respects provided in the regulations of the Chairman.

V. VOLUNTARY ENTRANCE INTO ARMED FORCES

1. Unless an Agency Committee has requested or would request deferment of an employee under this Order, the agency, upon his request, shall grant him a release to enter the armed forces voluntarily in a commissioned or enlisted status.

2. If an Agency Committee has requested or would request deferment of an employee under this Order, the agency shall deny him such a release unless it is determined that:

a. The employee is likely to be assigned to active combat service; or

b. The employee's skills and ability probably will be utilized equally or more effectively in the armed forces.

3. In the case of an employee who is in a deferred classification, or who is not subject to induction, for reasons unrelated to his occupation, such a release shall be granted or denied without regard to such reasons, in accordance with the provisions of paragraphs 1 and 2 of this Part.

4. When an Agency Committee denies release of an employee, such action shall upon his request be reviewed by the Review Committee. The Agency Committee shall be notified of the final decision, and if the denial is affirmed, such committee shall immediately notify the employee's local selective service board.

VI. DEPENDENCY--OCCUPATIONAL RECLASSIFICATION

Agency Committees may make requests for the selective service reclassification from Class III-A to Class III-B of employees other than those engaged in occupations designated by the Chairman as non-deferable. Such requests shall be made in accordance with standards, to be prescribed by the Chairman, for determining the relationship of employees' activities to the war effort, which standards shall conform, as nearly as may be, to the standards applicable to such reclassification in the case of persons not in the Federal service.

VII. GENERAL PROVISIONS

1. Under regulations to be prescribed by the Chairman, the Agency Committee in each agency shall supervise the preparation and maintenance, on a current basis, of adequate statistics on the selective service status of its male employees, and on related matters, which shall be summarized and reported to the Review Committee at periodic intervals.

2. Heads of agencies shall issue special instructions to insure that an employee will immediately report through proper channels any change in his selective service status or the receipt of notice to report for induction.

3. Each agency shall plan and carry out an orderly program of replacement and training occasioned by the entry or prospective entry of employees into the armed forces, on the basis of the information provided for in paragraph 1 of this Part of this Order.

4. The Chairman shall from time to time make recommendations to the Director of the Bureau of the Budget, based on information and experience acquired in the administration of this Order, for the effective utilization of the services of Government employees with respect to the conservation of manpower.

5. Under regulations to be prescribed by the Chairman, the several agencies shall submit to the Review Committee periodic reports concerning all action taken under this Order. The Review Committee shall currently review such reports and shall consult with Agency Committees with respect to any departures from this Order. The Review Committee may also designate representatives to attend meetings of Agency Committees. Such representatives shall at all times have full access to all records of such Committees.

6. The Chairman shall report to the President, at intervals of not more than three months, with respect to the administration of this Order and shall make recommendations to the President with respect to such modifications of this Order as he may deem advisable.

7. The Chairman may suspend the authority of any Agency Committee to submit requests for deferment if the Agency Committee submits requests in violation of this Order.

8. A request for deferment of an employee may be cancelled by the Review Committee if it determines that the request was made in violation of this Order.

9. The Chairman shall furnish copies of this Order to all local selective service boards.

10. The Chairman may delegate any of his duties and powers under this Order to any officer or employee of the War Manpower Commission and may utilize the services of any Federal officer, employee, or agency.

11. The Chairman shall prescribe such regulations as may be necessary to carry out the purposes of this Order, including such additional criteria for the designation of key positions as he may deem necessary.

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE
March 6, 1943.

Regn. 4141
Dated 4-7-43.

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 6, 1943.

Read aloud Council
3:02 pm
4-7-43

MEMORANDUM NO. 877, REVISION I, SUPPLEMENT 1

Selective Training and Service

Effective immediately, Messrs. S. R. Newell and Frank J. Hopkins, of the Administration of Food Production and Distribution, are designated as members of the Department of Agriculture Committee on Deferment of Government Employees, in place of Messrs. Ralph F. Koebel, Office of the Solicitor, and Joseph P. Findlay, Office of Personnel.

Grover B. Hill
Assistant Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 8, 1943.

MEMORANDUM NO. 677, REVISION 1, SUPPLEMENT 1

Selective Training and Service

Effective immediately, Messrs. S. R. Newell and Frank G. Hopkins, of the Administration of Food Production and Distribution, are designated as members of the Department of Agriculture Committee on Deferment of Government Employees, in place of Messrs. Ralph F. Kosbel, Office of the Solicitor, and Joseph P. Finnlay, Office of Personnel.

Assistant Secretary

2 Files

Ordered #43 10/3/40

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 30, 1940

MEMORANDUM NO. 878

FILED

Please return to the Secretary's File Room

(Further amending Memorandum No. 796, as amended)

Subparagraph (a) of paragraph 1 of Memorandum No. 796, dated November 16, 1938, as amended by Memorandum No. 838, dated August 22, 1939, and Memorandum No. 850, dated January 29, 1940, is hereby further amended by adding at the end thereof the following:

"Provided, however, that loans may be made during any one fiscal year to individuals for participation in any one medical or health association or agency in an aggregate amount of not to exceed $17,500, irrespective of the amount of the outstanding indebtedness of such individuals on loans made in previous fiscal years for participation in such association or agency."

Paul H. Appleby

Acting Secretary.

Farm Security

(Further amending Memorandum No. 796, as amended)

Subparagraph (a) of paragraph 1 of Memorandum No. 796, dated November 16, 1939, as amended by Memorandum No. 832, dated August 22, 1939, and Memorandum No. 830, dated January 20, 1940, is hereby further amended by adding at the end thereof the following:

"Provided, however, that loans may be made during any one fiscal year to individuals for participation in any one medical or health association or agency in an aggregate amount of not to exceed $17,500, irrespective of the amount of their outstanding indebtedness of such individuals on loans made in previous fiscal years for participation in such association or agency."

Secretary.

Files

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Ordered #475 10/11/1940

October 7, 1940.

MEMORANDUM NO. 829

Certification of Long Distance Telephone Calls

The Interior Department Appropriation Act, 1940, 53 Stat. 738, provides that no appropriation be used for the payment of long distance telephone tolls except for the transaction of public business which the interests of the Government require to be so transacted and unless each voucher covering such tolls carry a certification that the use of the telephone in such instances was necessary in the interest of the Government. It is believed, however, that the continued use of Form AD-102 in the field is not practical. The Departmental requirement regarding the use of Form AD-102 is therefore modified to the extent that this form will not hereafter be required to support telephone calls billed to field offices or reimbursed to travelers on their expense accounts. The following changes in procedure are effective immediately:

1. Field Stations. Each voucher covering telephone service rendered to field stations will be supported by a certification by the responsible officer in charge "that the long distance telephone calls covered by this voucher (statement) were necessary on account of official business, were not personal, and were in the interest of the Government". Such certification may appear on the voucher itself or (if the voucher is prepared in Washington) on the "Statement of the U. S. Government Official Toll Service" (Form S.N. 650) rendered by the telephone company.

2. Travelers. Travelers claiming reimbursement for official long distance calls paid for out of personal funds will list these calls on their reimbursement vouchers in the manner prescribed in paragraph 69 of the Standardized Government Travel Regulations, and will directly thereunder make certification in the form prescribed. Such certification will be in addition to the general certification on the face of the voucher.

It is expected that bureaus and offices will exercise careful administrative control to see that charges for long-distance telephone calls are held to the minimum consistent with the proper transaction of

Telephones

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

October 7, 1940

FILED

MEMORANDUM NO. [illegible]

Please return to the Secretary's Mail Clerk

Certification of Long Distance Telephone Calls

The Interior Department Appropriation Act, 1940, 53 Stat. 798, provides that no appropriation be used for the payment of long distance telephone tolls except for the transaction of public business which the interests of the Government require to be so transacted and unless each voucher covering such tolls carry a certification that the use of the telephone in such instances was necessary in the interest of the Government. It is believed, however, that the continued use of Form AD-102 in the field is not practical. The Departmental requirement regarding the use of Form AD-102 is therefore modified to the extent that this form will not hereafter be required to support telephone calls billed to field offices or reimbursed to travelers on their expense accounts. The following changes in procedure are effective immediately:

1. Field stations. Each voucher covering telephone service rendered to field stations will be supported by a certification by the responsible officer in charge "that the long distance telephone calls covered by this voucher (statement) were necessary on account of official business, were not personal, and were in the interest of the Government". Such certification may appear on the voucher itself or (if the voucher is prepared in Washington) on the "Statement of the U. S. Government Official Toll Service" (Form S.M. 650) rendered by the telephone company.

2. Travelers. Travelers claiming reimbursement for official long distance calls paid for out of personal funds will list these calls on their reimbursement vouchers in the manner prescribed in paragraph 69 of the Standardized Government Travel Regulations, and will directly thereunder make certification in the form prescribed. Such certification will be in addition to the general certification on the face of the voucher.

It is expected that bureaus and offices will exercise careful administrative control to see that charges for long-distance telephone calls are held to the minimum consistent with the proper transaction of

official business. Chiefs of bureaus will be responsible for the introduction of such control measures as will safeguard the expenditure of public funds for this purpose.

It is possible that some bureaus may wish to continue individual certification of each long distance call in particular field offices where there might be special conditions warranting it. This is left optional with the bureau concerned. However, if a bureau elects to require such certification in any office, Form AD-102 (or any modification thereof approved by the Chief of the Office of Plant and Operations) shall be used for this purpose.

This document modifies Regulation 1674 and Budget and Finance Circular No. 24, Supplement No. 1. It should be recorded by appropriate cross-reference notations.

Claude R. Wickard

Secretary.

official business. Chiefs of bureaus will be responsible for the introduction of such control measures as will safeguard the expenditure of public funds for this purpose.

It is possible that some bureaus may wish to continue individual certification of each long distance call in particular field offices where there might be special conditions warranting it. This is left optional with the bureaus concerned. However, if a bureau elects to require such certification in any office, Form AD-102 (or any modification thereof approved by the Chief of the Office of Plant and Operations) shall be used for this purpose.

This document modifies Regulation 1.674 and Budget and Finance Circular No. 24, Supplement No. 1. It should be recorded by appropriate cross-reference notations.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Filed #531 10/22/40

October 19, 1940.

MEMORANDUM NO. 880

MINIMUM WAGE POLICY

The Fair Labor Standards Act, passed by the Congress and approved by the President in 1938, prescribes certain conditions, particularly with respect to wages, deemed to be necessary for the maintenance of the minimum standard of living necessary for the health, efficiency, and general well-being of workers.

The Act does not, of course, apply to those employed by the Department of Agriculture. The Department has, however, as an instrumentality of the Government prescribing conditions, an obligation as an employer to treat its workers equitably and to pay them fairly according to standards required by the Government in other employment. Therefore, it is hereby declared to be the policy of the Department of Agriculture, in so far as it is within the administrative authority of the Department to do so, to comply with the standards set forth in the Fair Labor Standards Act with respect to minimum wages. While I am under the impression that there are relatively few if any cases where there may be any doubt that employment standards of the Department do not meet the minimum provided by the Fair Labor Standards Act, it is important that any differences be considered and appropriately adjusted.

The Director of Personnel is hereby authorized and directed to initiate studies and to take such administrative action as may be necessary to give effect to this policy. Instances of apparent or possible conflict between provisions of the Fair Labor Standards Act and laws and regulations applicable to employment by the Department of Agriculture or any of its subdivisions, including corporations, should be called to the attention of the Director of Personnel in order that application of the policy stated above may be clarified and effected.

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 29, 1940

MEMORANDUM NO. 874

FILED

MINIMUM WAGE POLICY

The Fair Labor Standards Act, passed by the Congress and approved by the President in 1938, prescribes certain conditions, particularly with respect to wages, deemed to be necessary for the maintenance of the minimum standard of living necessary for the health, efficiency, and general well-being of workers.

The Act does not, of course, apply to those employed by the Department of Agriculture. The Department has, however, as an instrumentality of the Government prescribing conditions, an obligation as an employer to treat its workers equitably and to pay them fairly according to standards required by the Government in other employment. Therefore, it is hereby declared to be the policy of the Department of Agriculture, insofar as it is within the administrative authority of the Department to do so, to comply with the standards set forth in the Fair Labor Standards Act with respect to minimum wages. While I am under the impression that there are relatively few if any cases where there may be any doubt that employment standards of the Department do not meet the minimum provided by the Fair Labor Standards Act, it is important that any differences be considered and appropriately adjusted.

The Director of Personnel is hereby authorized and directed to initiate studies and to take such administrative action as may be necessary to give effect to this policy. Instances of apparent or possible conflict between provisions of the Fair Labor Standards Act and laws and regulations applicable to employment by the Department of Agriculture or any of its subdivisions, including corporations, should be called to the attention of the Director of Personnel in order that application of the policy stated above may be clarified and effected.

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

May 12, 1941.

MEMORANDUM NO. 880, SUPPLEMENT 1.

MINIMUM WAGE POLICY

It is the purpose of this supplementary memorandum to state more explicitly the minimum wage policy of the Department and to prescribe certain conditions which will insure uniformity in carrying out the policy originally stated in my memorandum of October 19, 1940.

Employees on the pay roll of the Department whose compensation is not governed by the Classification Act of 1923, as amended, shall be paid not less than 30 cents per hour worked, except as provided in the next paragraph. In addition, employees paid from funds allotted or controlled by the Department shall be paid not less than 30 cents per hour worked, except as provided in the next paragraph.

Collaborators, agents, and consultants who are appointed without compensation or with only nominal compensation shall be exempt from the minimum wage requirement. Handicapped or partially disabled workers, those employed outside the limits of the continental United States, and those employed under cooperative agreements, articles of association, advices of allotment and authority, or other basis from funds allotted or controlled by the Department may, with the prior approval of the Director of Personnel and subject to such conditions as he may prescribe, be paid less than 30 cents per hour.

Any method of payment, such as hourly, per diem, or piece work rates, may be used, provided it satisfies the minimum wage requirement. For example, those regularly employed 8 hours per day, 44 hours per week, would ordinarily receive not less than $2.40 per day, $13.20 per week, $686.40 per year. The cost of furnishing employees with food, living quarters, or other facilities may be included as a part of the wage paid. In addition to being paid for time actually worked, employees shall also be paid at their regular rate for all holidays, sick leave, and annual leave to which they are entitled by law or executive order.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

MEMORANDUM NO. 880, SUPPLEMENT 1.

MINIMUM WAGE POLICY

It is the purpose of this supplementary memorandum to state more explicitly the minimum wage policy of the Department and to prescribe certain conditions which will insure uniformity in carrying out the policy originally stated in my memorandum of October 19, 1940.

Employees on the pay roll of the Department whose compensation is not governed by the Classification Act of 1923, as amended, shall be paid not less than 30 cents per hour worked, except as provided in the next paragraph. In addition, employees paid from funds allotted or controlled by the Department shall be paid not less than 30 cents per hour worked, except as provided in the next paragraph.

Collaborators, experts, and consultants who are appointed without compensation or with only nominal compensation shall be exempt from the minimum wage requirement. Employed or partially disabled workers, those employed outside the limits of the continental United States, and those employed under cooperative agreements, articles of association, advices of allotment and authority, or other basis from funds allotted or controlled by the Department may, with the prior approval of the Director of Personnel and subject to such conditions as he may prescribe, be paid less than 30 cents per hour.

Any method of payment, such as hourly, per diem, or piece work rates, may be used, provided it satisfies the minimum wage requirement. For example, those regularly employed 8 hours per day, 44 hours per week, would ordinarily receive not less than $2.40 per day, $12.20 per week, $636.40 per year. The cost of furnishing employees with food, living quarters, or other facilities may be included as a part of the wage paid. In addition to being paid for time actually worked, employees shall also be paid at their regular rate for all holidays, sick leave, and annual leave to which they are entitled by law or executive order.

Cooperative agreements, advices of allotment and authority, and other similar working arrangements entered into, renewed, or prescribed henceforth shall provide for compliance with the minimum wage policy of the Department; and agreements or arrangements now in effect shall be amended to provide for such compliance as soon as is practicable. Employees of the Department who may be receiving less than the prescribed minimum wage shall, unless exempted or excepted by the Director of Personnel in accordance with the provisions of this memorandum, be increased to the minimum on or before July 1, 1941.

Claude R. Wickard

Secretary

Cooperative agreements, advices of allotment and authority, and other similar working arrangements entered into, renewed, or prescribed henceforth shall provide for compliance with the minimum wage policy of the Department; and agreements or arrangements now in effect shall be amended to provide for such compliance as soon as is practicable. Employees of the Department who may be receiving less than the prescribed minimum wage shall, unless exempted or excepted by the Director of Personnel in accordance with the provisions of this memorandum, be increased to the minimum on or before July 1, 1941.

Secretary

A.D.M. Order 642-Sec.
11/15/40 R.J.W.

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 15, 1940.

MEMORANDUM NO. 881.

POLICY AND PROCEDURE GOVERNING DEPARTMENTAL INTEREST AND ACTIVITY IN CONSTRUCTION OF COUNTY BUILDINGS

Through the medium of Work Projects Administration projects, certain counties in several States not only have satisfied the problem of housing their own personnel and functions, but have also provided space in newly constructed county agricultural buildings for all the agencies of the United States Department of Agriculture which are administering programs in the counties. Sponsored by the counties, the projects provided for the construction of county agricultural buildings or alteration and/or extension of present county building facilities. Because of these successful examples, it has been deemed advisable to set up a procedure whereby, through organized efforts, the Department may avail itself of more of these opportunities. Generally, the space occupied by Federal agricultural agencies in the counties is inadequate and unsuitable. Therefore, advantage should be taken of these opportunities to secure better quarters.

Benefits to be Gained

The problem the farmer faces in trying to differentiate between the several departmental programs and agencies operating in his county has long been recognized. Farmers generally approve of housing all activities in one building and county planning committees have recommended this be done. Contiguous location of the offices would make for more efficient administration and better coordination of programs. Therefore, consolidated housing under this program will provide better space, closer integration of programs, simplify the relationship of the farmer to the operating agencies of the Department, and lead to a better understanding of the public programs.

The Plan

The Office of Plant and Operations of the Office of the Secretary of Agriculture is charged with the responsibility of long range

MEMORANDUM NO.

POLICY AND PROCEDURE GOVERNING DEPARTMENTAL
INTEREST AND ACTIVITY IN CONSTRUCTION OF COUNTY BUILDINGS

Through the medium of work projects administration projects, certain counties in several States not only have satisfied the problem of housing their own personnel and functions, but have also provided space in newly constructed county agricultural buildings for all the agencies of the United States Department of Agriculture which are administering programs in the counties. Sponsored by the counties, the projects provided for the construction of county agricultural buildings or alteration and/or extension of present county building facilities. Because of these successful examples, it has been deemed advisable to set up a procedure whereby, through organized efforts, the Department may avail itself of more of these opportunities. Generally, the space occupied by federal agricultural agencies in the counties is inadequate and unsuitable. Therefore, advantage should be taken of these opportunities to secure better quarters.

Benefits to be Gained

The problem the farmer faces in trying to differentiate between the several departmental programs and agencies operating in his county has long been recognized. Farmers generally approve of housing all activities in one building and county planning committees have recommended this be done. Contiguous location of the offices would make for more efficient administration and better coordination of programs. Therefore, concentrated housing under this program will provide better space, clearer interpretation of programs, simplify the relationship of the farmer to the operating agencies of the Department, and lead to a better understanding of the public programs.

The Plan

The Office of Plant and Operations of the Office of the Secretary of Agriculture is charged with the responsibility of long range

planning for adequate and efficient housing of the activities of the Department. To effectively promulgate this new program, the bureaus and agencies concerned have designated representatives to serve as an Advisory Committee to the Office of Plant and Operations. One of the problems considered by the Advisory Committee was the determination as to what group could most effectively prosecute this program in the field. It was recommended that the Department enlist the aid of the State Land-Use Planning Committees, of which the State Directors of Extension are chairmen, and the County Land-Use Planning Committees. As the departmental agencies which are vitally interested in this housing problem are represented on these committees, and the groups meet periodically to discuss other departmental programs, it appears that these committees might take active leadership in carrying out the program.

Procedure

In view of the involved nature of this program, it may be advisable to limit operation to a few counties until experience proves the practicability of the approach. For this reason, it is suggested that the State Land-Use Planning Committee select a few counties where the housing problem is generally acute, and where it is believed a program of this type could be effectively promulgated. The County Land-Use Planning Committee, with appropriate aid from the State Committee, should take active leadership of the program locally.

Work Projects Administration

Construction of county buildings is looked upon by the Work Projects Administration as a desirable project. The Work Projects Administration prefers, however, that the Department restrict its active prosecution of this program to States and/or counties where there is a need for projects and the relief labor problem is greatest.

Under the program of the Work Projects Administration, counties may receive an outright grant to help defray the cost. Land, materials, including building plans and specifications, and equipment usually comprise the major portion of the sponsor's contribution. Where direct benefits will accrue to the administration of department activities in the county, aid may be given in the preparation of the projects to the extent of the authority under which the activity operates. Projects for the remodeling of an existing county building, where the changes will provide direct benefits to the Department activities, may also be suggested.

planning for adequate and efficient housing of the activities of the department. To effectively promulgate this new program, the various and agencies concerned have designated representatives to serve as an Advisory Committee to the Office of Plant and Operations. One of the problems considered by the Advisory Committee was the determination as to what group could most effectively processes this program in the field. It was recommended that the Department enlist the aid of the State Land-Use Planning Committee, of which the State Directors of Extension are chairmen, and the County Land-Use Planning Committees. As the departmental agencies which are vitally interested in this housing problem are represented on these committees, and the groups meet periodically to discuss other departmental programs, it appears that these committees might take active leadership in carrying out the program.

Procedure

In view of the involved nature of this program, it may be advisable to limit operation to a few counties until experience proves the practicability of the approach. For this reason, it is suggested that the State Land-Use Planning Committee select a few counties where the housing problem is generally acute, and where it is believed a program of this type could be effectively promulgated. The County Land-Use Planning Committee, with appropriate aid from the State Committee, should take active leadership of the program locally.

Work Projects Administration

Construction of county buildings is looked upon by the Work Projects Administration as a desirable project. The Work Projects Administration prefers, however, that the Department restrict its active prosecution of this program to States and/or counties where there is a need for projects and the relief labor problem is greatest.

Under the program of the Work Projects Administration, counties may receive an outright grant to help defray the cost. Land, materials, including building plans and specifications, and equipment usually comprise the major portion of the sponsor's contribution. Where direct benefits will accrue to the administration of department activities in the county, aid may be given in the preparation of the projects to the extent of the authority under which the activity operates. Projects for the remodeling of an existing county building, where the changes will provide direct benefits to the Department activities, may also be suggested.

Facts to be Considered

Due to the fact strictly Federal agencies must abide by certain governmental regulations in the acquirement of space, the following information is given:

Federal agencies are defined as those whose personnel possess direct appointments from the proper officers of the United States Government and whose salaries are paid direct from funds appropriated by Congress.

Where free space is available in Federal buildings, Federal agencies are required to utilize such space if adequate to their needs.

Federal agencies occupying suitable free space may not move into county buildings and pay rent or maintenance costs unless a satisfactory statement shall be made justifying such action.

No Federal agency may make any commitment to pay rent in a county building in the event of its erection unless Section 3709 of the Revised Statutes has been complied with which requires that competition must be had for all Federal purchases and for all services other than a personal service.

In the event the county does not charge rent as such but requires the payment of a proportionate share of the maintenance costs based on the area occupied, such maintenance costs may be paid by a Federal agency if not in excess of the amount of rent that would be paid commercially for suitable quarters as evidenced by an informal solicitation.

No Federal agency can commit the Government to render material or monetary assistance to the county as a part of the sponsor's contribution without specific authorization by law.

Such agencies as the Agricultural Conservation Associations or Committees, Rural Electrification Cooperative Associations, Production Credit Associations and National Farm Loan Associations whose expenses are borne either by the patrons of agencies or income earned by the agencies, or from State or County Appropriations are not required to occupy space in a Federal building or abide by the provisions of Section 3709 of the Revised Statutes.

Facts to be Considered

Due to the fact strictly Federal agencies must abide by certain governmental regulations in the acquirement of space, the following information is given:

Federal agencies are defined as those whose personnel possess direct appointments from the proper officers of the United States Government and whose salaries are paid direct from funds appropriated by Congress.

Where free space is available in Federal buildings, Federal agencies are required to utilize such space if adequate to their needs.

Federal agencies occupying available free space may not move into county buildings and pay rent or maintenance costs unless a satisfactory statement shall be made justifying such action.

No Federal agency may make any commitment to pay rent in a county building in the event of its erection unless Section 3709 of the Revised Statutes has been complied with which requires that competition must be had for all Federal purchases and for all services other than a personal service.

In the event the county does not charge rent as such but requires the payment of a proportionate share of the maintenance costs based on the area occupied, such maintenance costs may be paid by a Federal agency if not in excess of the amount of rent that would be paid commercially for suitable quarters as evidenced by an informal solicitation.

No Federal agency can commit the Government to render material or monetary assistance to the county as a part of the sponsor's contribution without specific authorization by law.

Such agencies as the Agricultural Conservation Association or Committee, Rural Electrification Cooperative Associations, Production Credit Associations and National Farm Loan Associations whose expenses are borne either by the patrons of agencies or income earned by the agencies, or from State or County Appropriations are not required to occupy space in a Federal building or ahine by the provisions of section 3709 of the Revised Statutes.

General Suggestions

The Department, through the Office of Plant and Operations, with the aid of the Advisory Committee, consisting of representatives of the Agricultural Adjustment Administration, Bureau of Agricultural Economics, Extension Service, Farm Credit Administration, Farm Security Administration, Forest Service, Office of Land Use Coordination, Rural Electrification Administration and Soil Conservation Service will lend every possible assistance in furthering this program and should receive from time to time advice as to progress made.

It is planned to hold conferences with the State Land-Use Planning Committee prior to the initiation of this program in a given State. However, after the program has been started in a State, should any further questions arise, address all inquiries to:

Chief, Office of Plant and Operations,
U. S. Department of Agriculture,
Washington, D. C.

Paul H. Appleby

Acting Secretary.

General Suggestions

The Department, through the Office of Plant and Operations, with the aid of the Advisory Committee, consisting of representatives of the Agricultural Adjustment Administration, Bureau of Agricultural Economics, Extension Service, Farm Credit Administration, Farm Security Administration, Forest Service, Office of Land Use Coordination, Rural Electrification Administration and Soil Conservation Service will lend every possible assistance in furthering this program and should receive from time to time advice as to progress made.

It is planned to hold conferences with the State Land-Use Planning Committee prior to the initiation of this program in a given State. However, after the program has been started in a State, should any further questions arise, address all inquiries to:

Chief, Office of Plant and Operations,
U. S. Department of Agriculture,
Washington, D. C.

Acting Secretary.

Order No 414
7/12/41

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

July 10, 1941.

MEMORANDUM NO. 881 - Supplement No. 1

Policy and Procedure Governing Departmental Interest and Activity in Construction of County Buildings

During the period since November 15, 1940, when Memorandum No. 881 was issued, setting forth the "Policy and Procedure Governing Departmental Interest and Activity in Construction of County Buildings", the program to encourage the construction of county agricultural buildings has been initiated by the Office of Plant and Operations through the State and County Land Use Planning Committees. It is my understanding that the program has been favorably received and considerable progress has been made.

The National Defense situation, however, has caused me to believe it advisable temporarily to curtail our efforts at the departmental level. Nationally, neither labor, materials nor money is available for this type of construction except in a few localities. Although the Office of Plant and Operations, with its limited staff, must, for the time being, restrict its personal contacts and aid, it still will be in a position to furnish such information as it may have to aid and guide State and County Sub-committees in their efforts. Since the need for adequate office space for agricultural activities in counties is so great, it is hoped that the program will be continued where local conditions permit.

The Office of Plant and Operations will continue to release from time to time such current information as may be available for the use and guidance of the State and County Land Use Planning Committees. Requests for such material or other inquiries concerning the program should continue to be addressed to:

Chief, Office of Plant and Operations,
U. S. Department of Agriculture,
Washington, D. C.

Paul H. Appleby

Acting Secretary.

MEMORANDUM No. 921 - Supplement No. 1

Policy and Procedure Governing Department Interest and Activity in Construction of County Buildings

During the period since November 15, 1940, when Memorandum No. 921 was issued, setting forth the "Policy and Procedure Governing Department Interest and Activity in Construction of County Buildings", the work has to date, the construction of county agricultural buildings has been initiated by the Office of Plant and Operations through the state and county farm use planning committees. It is my understanding that the program has been favorably received and considerable progress has been made.

The National Defense situation, however, has caused me to believe it advisable temporarily to curtail our efforts at the departmental level. Additional, material, ~~materials~~ ~~and~~ ~~labor~~ is available for this type of construction except in a few localities. Although the Office of Plant and Operation, with its limited staff, must, for the time being, restrict its personnel contacts and etc. it still will be in a position to furnish such information as it may have to the state and county and county committees in their efforts. Since the need for adequate office space for agricultural activities in counties is so great, it is hoped that the program will be continued where local conditions permit.

The Office of Plant and Operations will continue to release from time to time such current information as may be available for interested audiences of the State and County Land Use Planning Committees. Requests for such material or other inquiries concerning the program should continue to be addressed to:

Chief, Office of Plant and Operations,
U. S. Department of Agriculture,
Washington, D. C.

Acting Secretary.

Files

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Ordered #687 11/25/40

November 23, 1940.

Secretary's

MEMORANDUM NO. 882

National Defense Contracts Assigned Priority Ratings

The President has asked this Department, as well as the other executive departments, commissions, and agencies, to cooperate with the War and Navy Departments in the furtherance of a system of preference ratings assigned to contracts for items essential to National Defense to assure delivery on the dates specified. It is reported that some manufacturers are reluctant to accept Government contracts for defense materials in addition to other Government contracts already held lest they sustain losses through operation of liquidated damage provisions in such other Government contracts in instances where there is delay through granting priority to the defense contracts.

Every consideration should therefore be given to granting appropriate extensions in time for completion of current contracts which provide for liquidated damages, upon a showing by the contractors concerned that they will be or have been delayed by the operation of the preference ratings assigned to defense contracts. During the present emergency the inclusion of liquidated damage clauses in future contracts should be restricted to instances where execution of the contract within the time specified is of direct and vital importance to the Department's work.

Paul H. Appleby

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED

MEMORANDUM NO. 1[illegible]

National Defense Contracts Assigned Priority Ratings

The President has asked this Department, as well as the other executive departments, commissions, and agencies, to cooperate with the War and Navy Departments in the furtherance of a system of preference ratings assigned to contracts for items essential to National Defense to assure delivery on the dates specified. It is reported that some manufacturers are refusing to accept Government contracts for defense materials in addition to other Government contracts already held lest they sustain losses through operation of liquidated damage provisions in such other Government contracts in instances where there is delay through granting priority to the defense contracts.

Every consideration should therefore be given to granting appropriate extensions in time for completion of current contracts which provide for liquidated damages, upon a showing by the contractors concerned that they will be or have been delayed by the operation of the preference ratings assigned to defense contracts. During the present emergency the imposition of liquidated damage clauses in future contracts should be restricted to instances where completion of the contract within the time specified is of direct and vital importance to the Department's work.

Secretary.